



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO1510.53C  
C 461  
11 FEB 99

MARINE CORPS ORDER 1510.53C

From: Commandant of the Marine Corps  
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR PERSONNEL AND ADMINISTRATION,  
OCCUPATIONAL FIELD (OCCFLD) 01

Ref: (a) MCO 1553.1B  
(b) MCO 1553.2  
(c) MCO 1553.3

Encl: (1) Description of an Individual Training Standard  
(2) Management of Individual Training Standards  
(3) Summary/Index of Individual Training Standards  
(4) Common Individual Training Standards  
(5) Training Support  
(6) Individual Training Standards

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (6) for OccFld 01.

2. Cancellation. MCO 1510.53B

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSs establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders and school directors build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSs represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards. Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. This ITS incorporates the recommendation of the Front End Analysis Report (FEAR) to consolidate the tasks of MOS 0121 and MOS 0131 into a notional 0121, Personnel Clerk MOS. Commanders should cross train Marines in the consolidated tasks of the merged MOSs.

5. Information. ITSs are used by unit commanders and school directors to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders

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can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-the-Job Training (MOJT), instruction in unit level schools, or incorporation in their training plans. School directors will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported by formal schools on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the formal school.

6. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure that all schools use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS/OccFld sponsors.

(4) Ensure the Combat Development Process identifies the impact on training, by MOS and ITS, of all new equipment.

(5) Ensure coordination with the Commander, Marine Corps Systems Command (COMMARCOSSYS COM) to integrate the acquisition of new equipment into formal school training per the published ITSs.

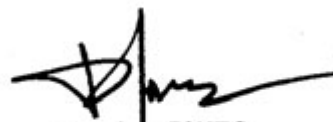
b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C461) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



T. S. JONES  
By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents the specific task, the duty area under which that task is included, and the MOS (or billet) with which it is associated. Each part is separated by periods. An example of an ITS Designator is 0311.02.08.

a. The first four positions ("0311" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned consecutive ascending Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "02" represents the second duty area under MOS 0311.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned consecutive ascending Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "08" represents the eighth task within the second duty area under MOS 0311.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. References. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSS are assigned an Initial Training Setting

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that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Current MCI(s) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

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MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS1. ITS Use

a. ITSs form the basis for all individual training in formal schools and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. Formal school directors are responsible for reviewing all ITSs marked for initial training at the formal school. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with SAT, a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through MOJT, as appropriate.

d. A Marine should continue to receive instruction on ITSs that support his unit's METL. Individual training cannot cease upon graduation from a formal school because formal schools cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the formal schools, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and school directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by formal schools are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

ENCLOSURE (2)

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.

2. Format. The columns are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. FS. Formal School. A mark appears in this column when the Formal School is designated as the initial training setting. An "S" indicates the task is taught to "standard" at the formal school. A "P" indicates that the formal school provides only "preliminary" instruction and it is up to the unit to provide follow-on MOJT instruction to teach the task to standard.

e. MOJT. Managed On-The-Job Training. An "S" appears in this column when MOJT is designated as the initial training setting. Instruction is always to "standard."

f. MCI. Current MCI Publication(s). An "X" in this column indicates that at least one MCI publication addresses this task. Consult enclosure (6) for details.

g. SUS. Sustainment Training Period. An entry in this column represents the number of months within which the unit is expected to train or retrain this task to standard provided the task supports the unit's METL.

h. REQ BY. Required By. An entry in this column depicts the lowest rank required to demonstrate proficiency in this task.

i. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

SEQ TASK	TITLE	FS	MOJT	MCI	SUS	REQ
BY PAGE						

MOS 0121, PERSONNEL CLERK

DUTY AREA 01 - CORRESPONDENCE

1) 0121.01.01 OPERATE END USER COMPUTER EQUIPMENT (EUCE)	S	6	Pvt	6-A-1
2) 0121.01.02 TYPE DRAFTED MATERIAL	S	12	Pvt	6-A-1
3) 0121.01.03 TYPE NAVAL CORRESPONDENCE	P	3	Pvt	6-A-2

DUTY AREA 02 - FILES AND DIRECTIVES

1) 0121.02.01 ROUTE CORRESPONDENCE AND MESSAGES	S	6	Pvt	6-A-4
2) 0121.02.02 INCORPORATE CHANGES TO DIRECTIVES	S	6	Pvt	6-A-4

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SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 03 - SERVICE RECORDS</u>									
1)	0121.03.01	MAKE ENTRIES TO STANDARD PAGES OF SERVICE RECORD BOOK (SRB)/OFFICER QUALIFICATION RECORD (OQR)	S			3	Pvt		6-A-6
2)	0121.03.02	PREPARE EXTENSION OF ENLISTMENT		S		12	Pvt		6-A-7
3)	0121.03.03	MAINTAIN SERVICE RECORD ACCOUNTABILITY		S		12	Pvt		6-A-7
4)	0121.03.04	MAINTAIN DOCUMENT SIDE OF SERVICE RECORDS (SRB/OQR)	P			3	Pvt		6-A-8
5)	0121.03.05	EXTRACT INFORMATION FROM A CERTIFIED UNIT DIARY	S			6	Pvt		6-A-9
6)	0121.03.06	COMPUTE READJUSTED PAY ENTRY BASE DATE (PEBD)	P			6	Cpl		6-A-10
7)	0121.03.07	COMPUTE ARMED FORCES ACTIVE DUTY BASE RATE (AFADBD)	P			6	Cpl		6-A-10
8)	0121.03.08	PREPARE PROMOTION WARRANTS	P			12	Pvt		6-A-11
9)	0121.03.09	SAFEGUARD PERSONAL INFORMATION		S		12	Pvt		6-A-12
10)	0121.03.10	AUDIT SERVICE RECORD BOOKS	P			3	Cpl		6-A-13
<u>DUTY AREA 04 - ADMINISTRATIVE SUPPORT</u>									
1)	0121.04.01	PROCESS DOCUMENTATION FOR VERIFICATION OF EMPLOYMENT		S		12	Pvt		6-A-15
2)	0121.04.02	PREPARE GOOD CONDUCT MEDAL CERTIFICATES/SMCR MEDAL/AFRM CERTIFICATES	P			12	Pvt		6-A-15
3)	0121.04.03	PREPARE LEAVE AUTHORIZATION FOR VARIOUS LEAVE CATEGORIES	P			6	Pvt		6-A-16
4)	0121.04.04	PREPARE MEAL CARD (DD FORM 714)		S		12	Pvt		6-A-17
5)	0121.04.05	PREPARE IDENTIFICATION (ID) CARD		S		12	Pvt		6-A-18
6)	0121.04.06	PREPARE IDENTIFICATION (ID) TAGS		S		12	Pvt		6-A-19
7)	0121.04.07	PREPARE DOCUMENTATION FOR UNIFORM ISSUE/REPLACEMENT	P			12	Cpl		6-A-20
8)	0121.04.08	COMPLETE SERVICE RECORD BOOK ADMINISTRATIVE REQUIREMENTS FOR ABSENTEES/DEERTERS	P			12	Cpl		6-A-21
9)	0121.04.09	PREPARE AN APPLICATION FOR THE UNIFORMED SERVICES IDENTIFICATION CARD - DEERS ENROLLMENT (DD FORM 1172)		S		6	Pvt		6-A-22
10)	0121.04.10	PROCESS ENLISTED PROMOTIONS	P			3	Cpl		6-A-23
11)	0121.04.11	PROCESS ENLISTED REDUCTION DOCUMENTS	P			3	Pvt		6-A-24
12)	0121.04.12	PREPARE DOCUMENTATION FOR SEPARATION	P			6	Pvt		6-A-25
13)	0121.04.13	SAFEGUARD CONTROLLED FORMS		S		6	Pvt		6-A-26
<u>DUTY AREA 05 - UNIT DIARY</u>									
1)	0121.05.01	GENERATE SPECIAL ROSTERS/AD HOC REPORTS	P			6	Pvt		6-A-28
2)	0121.05.02	PREPARE UNIT DIARY (UD)	S			6	Pvt		6-A-28
3)	0121.05.03	AUDIT UNIT DIARY (UD) MANAGEMENT REPORTS	P			6	Cpl		6-A-29
4)	0121.05.04	EXTRACT DATA FROM MCTFS	P			6	Pvt		6-A-30
5)	0121.05.05	VERIFY UNIT DIARY TRANSACTIONS	P			6	Cpl		6-A-31
6)	0121.05.06	SUBMIT REACCESSION REQUEST FOR ENTRY IN MCTFS		S		6	Pvt		6-A-32

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SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 06 - PAY AND ALLOWANCES</u>									
1)	0121.06.01	PREPARE PAY RELATED DOCUMENTS	S			6	Pvt		6-A-33
2)	0121.06.02	AUDIT PAY AND ALLOWANCES	P			6	Cpl		6-A-34
3)	0121.06.03	PREPARE BOND ALLOTMENTS (B/A)		S		6	Pvt		6-A-35
4)	0121.06.04	AUDIT BOND ALLOTMENTS FEEDBACK REPORT		S		12	Pvt		6-A-36
5)	0121.06.05	VERIFY PAY RELATED DOCUMENTS	P			12	Cpl		6-A-37
<u>DUTY AREA 07 - RESERVE ADMINISTRATION</u>									
1)	0121.07.01	PREPARE UNIT MUSTER SHEET FOR THE SMCR	P			6	Cpl		6-A-39
2)	0121.07.02	VERIFY THE ANNUAL RETIREMENT CREDIT REPORT (ARCR)/CAREER RETIREMENT CREDIT REPORT (CRCR)	P			12	Cpl		6-A-39
3)	0121.07.03	PREPARE REQUIRED DOCUMENTATION TO SUBSTANTIATE CONTINUED NOTICE OF ELIGIBILITY (NOE) BENEFITS	P			6	Cpl		6-A-40
4)	0121.07.04	VERIFY UNIT MUSTER SHEET FOR THE SMCR	P			6	Cpl		6-A-41
MOS 0151, ADMINISTRATIVE CLERK									
<u>DUTY AREA 01 - CORRESPONDENCE</u>									
1)	0151.01.01	TYPE DRAFTED MATERIAL	S			12	Pvt		6-B-1
2)	0151.01.02	MARK CLASSIFIED CORRESPONDENCE, DOCUMENTS AND MESSAGES		S		12	LCpl		6-B-1
3)	0151.01.03	TYPE NAVAL CORRESPONDENCE	S			12	Pvt		6-B-2
<u>DUTY AREA 02 - FILES AND DIRECTIVES</u>									
1)	0151.02.01	MAINTAIN CORRESPONDENCE FILES	S			6	Pvt		6-B-4
2)	0151.02.02	MAINTAIN THE DIRECTIVES CONTROL POINT (DCP)	S			6	Pvt		6-B-4
3)	0151.02.03	TYPE COMMAND ISSUED DIRECTIVES	P			12	Pvt		6-B-6
4)	0151.02.04	MAINTAIN NAVAL DIRECTIVES SYSTEM		S		12	Pvt		6-B-6
5)	0151.02.05	ROUTE CORRESPONDENCE AND MESSAGES		S		6	Pvt		6-B-7
6)	0151.02.06	MONITOR FLEET HOMETOWN NEWS RELEASES (FHNR)		S		6	LCpl		6-B-8
7)	0151.02.07	EDIT COMMAND ISSUED DIRECTIVES	P			12	Cpl		6-B-9
<u>DUTY AREA 03 - SERVICE RECORDS</u>									
1)	0151.03.01	AUDIT SERVICE RECORDS (SRB/OQR)	P			3	Cpl		6-B-10
2)	0151.03.02	SAFEGUARD CONTROLLED FORMS		S		6	Pvt		6-B-10
3)	0151.03.03	COMPUTE READJUSTED PAY ENTRY BASE DATE (PEBD)	P			6	Cpl		6-B-12
4)	0151.03.04	COMPUTE READJUSTED ARMED FORCES ACTIVE DUTY BASE DATE (AFADBD)	P			6	Cpl		6-B-13
5)	0151.03.05	MAINTAIN STANDARD PAGES OF SERVICE RECORD BOOK (SRB)/OFFICER QUALIFICATION RECORD (OQR)	P			6	Cpl		6-B-14

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SEQ	TASK	TITLE	FS	MO	JT	MCI	SUS	REQ	BY	PAGE
6)	0151.03.06	MAINTAIN DOCUMENT SIDE OF SERVICE RECORDS (SRB/OQR)	P				12	Cpl		6-B-15
7)	0151.03.07	TYPE PROMOTION WARRANTS		S			12	Pvt		6-B-15

DUTY AREA 04 - ADMINISTRATIVE SUPPORT

1)	0151.04.01	PREPARE ENLISTED REDUCTIONS		S			12	Pvt		6-B-17
2)	0151.04.02	TYPE FITNESS REPORTS	P				12	Pvt		6-B-17
3)	0151.04.03	PREPARE DOCUMENTATION FOR SEPARATION	P				6	Cpl		6-B-18
4)	0151.04.04	PREPARE AN APPLICATION FOR THE UNIFORMED SERVICES IDENTIFICATION CARD - DEERS ENROLLMENT (DD FORM 1172)		S			6	Pvt		6-B-19
5)	0151.04.05	PREPARE PAY RELATED DOCUMENTS		S			6	Pvt		6-B-20
6)	0151.04.06	VERIFY PAY AND ALLOWANCES	P				12	Cpl		6-B-21
7)	0151.04.07	ADMINISTER AUTOMATED ORDER WRITING PROCESS (AOWP)		S			6	Pvt		6-B-23

DUTY AREA 05 - UNIT DIARY

1)	0151.05.01	EXTRACT INFORMATION FROM MCTFS	P				6	Pvt		6-B-25
2)	0151.05.02	PREPARE UNIT DIARY (UD)	P				6	Cpl		6-B-25
3)	0151.05.03	VERIFY UNIT DIARY TRANSACTIONS	P				6	Cpl		6-B-26
4)	0151.05.04	AUDIT UNIT DIARY (UD) MANAGEMENT REPORTS	P				6	Cpl		6-B-27

DUTY AREA 06 - LEGAL ADMINISTRATION

1)	0151.06.01	COMPLETE ADMINISTRATIVE REQUIREMENTS FOR ABSENTEES/DEERTERS	P				12	Cpl		6-B-28
2)	0151.06.02	PREPARE UNIT PUNISHMENT BOOK (UPB)	S				12	Pvt		6-B-30
3)	0151.06.03	PREPARE GENERAL LEGAL ADMINISTRATIVE DOCUMENTS	P				12	Cpl		6-B-31

DUTY AREA 07 - GENERAL ADMINISTRATION

1)	0151.07.01	TYPE DAILY STRENGTH REPORT		S			12	Pvt		6-B-33
2)	0151.07.02	PREPARE COMMAND SPECIAL ORDERS	P				6	Cpl		6-B-33
3)	0151.07.03	PROCESS TEMPORARY ADDITIONAL DUTY (TAD) ORDERS	P				12	Cpl		6-B-34
4)	0151.07.04	COMPLETE PERMANENT CHANGE OF STATION (PCS) ORDERS	P				6	Cpl		6-B-36
5)	0151.07.05	TYPE DOCUMENTATION FOR AWARDS AND DECORATIONS		S			12	Pvt		6-B-37
6)	0151.07.06	PREPARE DOCUMENTATION FOR UNIFORM ISSUE/REPLACEMENT		S			12	Cpl		6-B-38
7)	0151.07.07	SAFEGUARD PERSONAL INFORMATION	P				12	Pvt		6-B-39
8)	0151.07.08	TYPE LEAVE AUTHORIZATION FOR VARIOUS LEAVE CATEGORIES		S			6	Pvt		6-B-40
9)	0151.07.09	PREPARE IDENTIFICATION (ID) TAGS		S			12	Pvt		6-B-41
10)	0151.07.10	SAFEGUARD CLASSIFIED MATERIAL WITHIN CLASSIFIED MATERIAL CONTROL CENTER (CMCC)		S			12	PFC		6-B-42
11)	0151.07.11	PREPARE PERSONNEL CASUALTY REPORTS	P				12	Cpl		6-B-43
12)	0151.07.12	PREPARE MICROCOMPUTER/EUCE SUITE FOR DEPLOYMENT		S			12	Pvt		6-B-44
13)	0151.07.13	TROUBLESHOOT MICROCOMPUTER/EUCE PROBLEMS		S			12	Pvt		6-B-45
14)	0151.07.14	MAINTAIN MICROCOMPUTER/EUCE EQUIPMENT	S	12		Pvt	6-B-45			

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SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
15)	0151.07.15	CONFIGURE MARINE CORPS AUTHORIZED SOFTWARE	S			12	Pvt		6-B-45
16)	0151.07.16	OPERATE MARINE CORPS AUTHORIZED SOFTWARE	S			12	Pvt		6-B-46
17)	0151.07.17	TROUBLESHOOT MARINE CORPS AUTHORIZED SOFTWARE PROBLEMS	S			12	Pvt		6-B-47
18)	0151.07.18	MAINTAIN MARINE CORPS AUTHORIZED SOFTWARE	S			12	Pvt		6-B-47
19)	0151.07.19	PLAN FOR DEPLOYED MAINTENANCE SUPPORT	S			12	Cpl		6-B-48

DUTY AREA 08 - EQUIPMENT SYSTEMS

1)	0151.08.01	OPERATE END USER COMPUTER EQUIPMENT (EUCE)	S			6	Pvt		6-B-49
2)	0151.08.02	OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS)	P			6	Pvt		6-B-49
3)	0151.08.03	GENERATE SPECIAL ROSTERS/AD HOC REPORTS		S		6	Pvt		6-B-50

DUTY AREA 09 - RESERVE ADMINISTRATION

1)	0151.09.01	VERIFY PAY AND ALLOWANCES FOR RESERVISTS	P			6	Cpl		6-B-52
2)	0151.09.02	AUDIT BASIC INDIVIDUAL RECORD/BASIC TRAINING RECORD (BIR/BTR)	P			6	Cpl		6-B-53
3)	0151.09.03	MAINTAIN STANDARD PAGES OF SRB/OQR FOR RESERVISTS	P			6	Cpl		6-B-54
4)	0151.09.04	MAINTAIN DOCUMENT SIDE OF SRB/OQR FOR RESERVISTS	P			6	Cpl		6-B-54
5)	0151.09.05	PREPARE RESERVE UNIT DIARY (UD)	P			6	Cpl		6-B-55
6)	0151.09.06	AUDIT RESERVE UNIT DIARY (UD) MANAGEMENT REPORTS	P			6	Cpl		6-B-56
7)	0151.09.07	PREPARE REQUIRED DOCUMENTATION TO SUBSTANTIATE CONTINUED NOTICE OF ELIGIBILITY (NOE) BENEFITS	P			6	Cpl		6-B-56
8)	0151.09.08	VERIFY UNIT MUSTER SHEET FOR THE SMCR	P			6	Cpl		6-B-57
9)	0151.09.09	VERIFY THE ANNUAL RETIREMENT CREDIT REPORT (ARCR)/CAREER RETIREMENT CREDIT REPORT (CRCR)	P			12	Cpl		6-B-58

DUTY AREA 10 - OPERATE UNIT MAILROOM

1)	0151.10.01	RECEIPT AND DELIVER OFFICIAL MAIL AND OFFICIAL ACCOUNTABLE MAIL		S		12	Pvt		6-B-59
2)	0151.10.02	RECEIPT AND DELIVER PERSONAL MAIL		S		12	Pvt		6-B-59
3)	0151.10.03	PREPARE AND MAINTAIN RECORDS OF APPOINTMENT FOR MAIL CLERKS AND MAIL ORDERLIES		S		12	Pvt		6-B-60
4)	0151.10.04	PREPARE AND MAINTAIN A DIRECTORY FILE SYSTEM		S		12	Pvt		6-B-61

MOS 0160, POSTAL OFFICER

DUTY AREA 01 - ADMINISTRATION AND MANAGEMENT

1)	0160.01.01	MANAGE POSTAL OPERATIONS BETWEEN RELATED COMMANDS AND OTHER BRANCHES OF MILITARY SERVICES	P			6	WO		6-C-1
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ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REO	BY	PAGE
2)	0160.01.02	COORDINATE POSTAL OPERATIONS WITH LOCAL UNITED STATES POSTAL SERVICE (USPS) PERSONNEL (CONUS)	P			6	WO		6-C-1
3)	0160.01.03	COORDINATE MAIL AND CUSTOMS OPERATIONS WITH FOREIGN POSTAL AUTHORITIES	P			6	WO		6-C-2
4)	0160.01.04	PROVIDE SECURITY FOR A MILITARY POST OFFICE	S			6	WO		6-C-3
5)	0160.01.05	REVIEW POSTAL INCIDENT REPORTS	S			6	WO		6-C-4
6)	0160.01.06	REVIEW RESULTS OF ORGANIZATIONAL MAILROOM INSPECTION	S			6	WO		6-C-5
7)	0160.01.07	REVIEW POSTAL OPERATIONS PLAN	S			6	WO		6-C-6
8)	0160.01.08	PREPARE CONTINGENCY PLANS	S			6	WO		6-C-7
9)	0160.01.09	INFORM COMMANDING OFFICER OF ALL POSTAL MATTERS	S			6	WO		6-C-7
10)	0160.01.10	DEVELOP COMMAND MAIL HANDLING ORDER (INSTRUCTIONS)	S			6	WO		6-C-8

DUTY AREA 02 - POSTAL OPERATIONS

1)	0160.02.01	AUDIT CUSTODIAN OF POSTAL EFFECTS (COPE)	S			6	WO		6-C-10
2)	0160.02.02	CONDUCT AUDITS/INSPECTIONS OF MILITARY POSTAL FINANCE UNITS	S			6	WO		6-C-11
3)	0160.02.03	CONDUCT/MONITOR MAILROOM INSPECTIONS	S			6	WO		6-C-13
4)	0160.02.04	SUPERVISE DESTRUCTION OF MAIL AND/OR POSTAL EFFECTS	S			6	WO		6-C-14
5)	0160.02.05	CONDUCT/MONITOR PRE-DEPLOYMENT BRIEFS	P			6	WO		6-C-15
6)	0160.02.06	MONITOR/PREPARE MAIL ROUTING INSTRUCTIONS (MRI'S)	P			6	WO		6-C-16
7)	0160.02.07	MONITOR MOVEMENT OF MAIL FOR DEPLOYED UNITS		S		6	WO		6-C-17
8)	0160.02.08	INITIATE SEARCH AND SEIZURE PROCEDURES	S			6	WO		6-C-17

DUTY AREA 03 - EQUIPMENT SYSTEMS

1)	0160.03.01	OPERATE END USER COMPUTER EQUIPMENT (EUCE)	S			6	Pvt		6-C-19
2)	0160.03.02	DETERMINE END USER COMPUTER EQUIPMENT (EUCE)	P			6	WO		6-C-19
3)	0160.03.03	MONITOR CUSTOMER INFORMATION CONTROL SYSTEM (CICS)	P			6	WO		6-C-20
4)	0160.03.04	GENERATE SPECIAL ROSTERS/AD HOC REPORTS		S		6	WO		6-C-20

MOS 0161, POSTAL CLERK

DUTY AREA 01 - FINANCE

1)	0161.01.01	ACCEPT DOMESTIC MAIL	S			6	Pvt		6-D-1
2)	0161.01.02	ACCEPT DOMESTIC MAIL REQUIRING SPECIAL SERVICES	S			6	Pvt		6-D-2
3)	0161.01.03	ACCEPT INTERNATIONAL POSTAL UNION MAIL	S			6	Pvt		6-D-3
4)	0161.01.04	ACCEPT INTERNATIONAL PARCEL POST	S			6	Pvt		6-D-5
5)	0161.01.05	MONITOR MAIL ACCEPTANCE PROCEDURES	S			6	Cpl		6-D-6
6)	0161.01.06	MAINTAIN STAMP STOCK	S			6	Pvt		6-D-6
7)	0161.01.07	OPERATE A POSTAGE METER MACHINE	S			6	Pvt		6-D-7
8)	0161.01.08	MANAGE STAMP STOCK	S			6	Cpl		6-D-9

ENCLOSURE (3)

11 FEB 99

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
9)	0161.01.09	MAINTAIN POSTAGE METER MACHINE/FUNDS	S	6	Cpl	6-D-9			
10)	0161.01.10	TRANSFER POSTAGE METER TO AUTHORIZED PERSONNEL DURING PERIODS OF ABSENCE	P	6	Cpl	6-D-11			
11)	0161.01.11	RESET MANUAL POSTAGE METER HEAD	S	6	SSgt	6-D-12			
12)	0161.01.12	OPERATE AN INTEGRATED RETAIL TERMINAL (IRT)	S	6	Pvt	6-D-13			
13)	0161.01.13	SELL DOMESTIC POSTAL MONEY ORDERS	S	6	Pvt	6-D-15			
14)	0161.01.14	CASH DOMESTIC POSTAL MONEY ORDERS	S	6	Pvt	6-D-17			
15)	0161.01.15	PREPARE A MONEY ORDER BUSINESS REPORT	S	6	Pvt	6-D-18			
16)	0161.01.16	MONITOR POSTAL MONEY ORDER TRANSACTIONS	S	6	Cpl	6-D-20			
17)	0161.01.17	MANAGE DOMESTIC MONEY ORDER FORMS	S	6	Cpl	6-D-21			
18)	0161.01.18	PREPARE A CONSOLIDATED MONEY ORDER REPORT	S	6	Pvt	6-D-22			
19)	0161.01.19	PERFORM THE DUTIES OF CUSTODIAN OF POSTAL EFFECTS (COPE)	S	6	SSgt	6-D-23			
20)	0161.01.20	CONDUCT AUDIT OF A FIXED CREDIT ACCOUNT	S	6	Cpl	6-D-25			

DUTY AREA 02 - OPERATIONS

1)	0161.02.01	DISPATCH ORDINARY MAIL	S	6	Pvt	6-D-27			
2)	0161.02.02	PROCESS DELIVERY OF ORDINARY MAIL	S	6	Pvt	6-D-27			
3)	0161.02.03	PROCESS INCOMING REGISTERED MAIL	S	6	Pvt	6-D-28			
4)	0161.02.04	DISPATCH OUTGOING REGISTERED MAIL	S	6	Pvt	6-D-29			
5)	0161.02.05	DELIVER ACCOUNTABLE MAIL	S	6	Pvt	6-D-31			
6)	0161.02.06	CLOSE A REGISTRY SECTION	S	6	Pvt	6-D-32			
7)	0161.02.07	OPERATE A POSTAL SERVICE CENTER	S	6	Pvt	6-D-33			
8)	0161.02.08	ACCEPT OFFICIAL MAIL	S	6	Pvt	6-D-34			
9)	0161.02.09	MONITOR OFFICIAL MAIL HANDLING PROCEDURES	S	6	Cpl	6-D-35			
10)	0161.02.10	CONDUCT MAILROOM INSPECTIONS	S	6	SSgt	6-D-36			
11)	0161.02.11	CONDUCT PRE-DEPLOYMENT BRIEFS	S	6	SSgt	6-D-37			
12)	0161.02.12	MONITOR MAIL HANDLING PROCEDURES	S	6	Cpl	6-D-38			
13)	0161.02.13	MONITOR SEARCH AND SEIZURE OPERATIONS	S	6	SSgt	6-D-39			

DUTY AREA 03 - SUPPLY/EMBARKATION

1)	0161.03.01	MAINTAIN POSTAL SUPPLIES AND EQUIPMENT	S	6	Pvt	6-D-41			
2)	0161.03.02	MONITOR POSTAL SUPPLY OPERATIONS	S	6	SSgt	6-D-42			
3)	0161.03.03	PREPARE POSTAL EMBARKATION EQUIPMENT	S	6	Pvt	6-D-43			

DUTY AREA 04 - DIRECTORY/CASUALTY MAIL

1)	0161.04.01	CONDUCT POSTAL DIRECTORY FUNCTIONS	S	6	Pvt	6-D-44			
2)	0161.04.02	MONITOR POSTAL DIRECTORY OPERATIONS	S	6	Cpl	6-D-45			
3)	0161.04.03	PROCESS CASUALTY MAIL	S	6	Pvt	6-D-46			

DUTY AREA 05 - ADMINISTRATION

1)	0161.05.01	PREPARE POSTAL CLAIMS/INQUIRY FORMS	S	6	Pvt	6-D-48			
2)	0161.05.02	MONITOR PREPARATION OF POSTAL CLAIM/INJURY FORMS	S	6	Cpl	6-D-48			
3)	0161.05.03	ADMINISTER POSTAL MANAGEMENT INFORMATION SYSTEM	S	6	SSgt	6-D-49			
4)	0161.05.04	MONITOR SECURITY	S	6	Cpl	6-D-50			
5)	0161.05.05	REPORT SUSPECTED POSTAL INCIDENTS	S	6	Pvt	6-D-51			
6)	0161.05.06	SUBMIT POSTAL INCIDENT REPORTS	S	6	SSgt	6-D-51			
7)	0161.05.07	PREPARE A MAIL HANDLING INSTRUCTION (SOP)	S	6	SSgt	6-D-52			

ENCLOSURE (3)

MCO 1510.53C  
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SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
8)	0161.05.08	PREPARE A POSTAL OPERATIONS PLAN (POP)	S			6	SSgt		6-D-53
9)	0161.05.09	MAINTAIN REQUIRED PUBLICATIONS AND DIRECTIVES	S			6	Cpl		6-D-53
10)	0161.05.10	COMPLETE DAILY STATISTICAL SHEET	S			6	Pvt		6-D-54
11)	0161.05.11	MONITOR DESIGNATION OF POSTAL CLERKS AND THE COPE	S			6	SSgt		6-D-54
12)	0161.05.12	PREPARE MAIL ROUTING INSTRUCTIONS (MRI'S)	S			6	SSgt		6-D-55

DUTY AREA 06 - EQUIPMENT SYSTEMS

1)	0161.06.01	OPERATE END USER COMPUTER EQUIPMENT (EUCE)	S			6	Pvt		6-D-57
2)	0161.06.02	OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS) FOR DIRECTORY SERVICE	S			6	Pvt		6-D-57
3)	0161.06.03	GENERATE SPECIAL ROSTERS/AD HOC REPORTS	S			6	Pvt		6-D-58

MOS 0170, PERSONNEL OFFICER

DUTY AREA 01 - CORRESPONDENCE

1)	0170.01.01	COORDINATE PERSONNEL STAFFING REQUIREMENTS	P			6	WO		6-E-1
2)	0170.01.02	MONITOR MORNING REPORT	S			6	WO		6-E-1
3)	0170.01.03	PROCESS CORRESPONDENCE	S			6	WO		6-E-2
4)	0170.01.04	SUPERVISE PREPARATION OF DOCUMENTS FOR PETITIONS TO BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR)	S			6	2dLt		6-E-3

DUTY AREA 02 - FILES AND DIRECTIVES

1)	0170.02.01	SUPERVISE MAINTENANCE OF CORRESPONDENCE FILES	P			12	WO		6-E-5
2)	0170.02.02	SUPERVISE PREPARATION OF COMMAND SPECIAL ORDERS	P			12	WO		6-E-5

DUTY AREA 03 - RECORDS

1)	0170.03.01	SUPERVISE SERVICE RECORD AUDIT PROCEDURES	P			6	WO		6-E-7
2)	0170.03.02	CERTIFY UNIT DIARY REPORTS	P			6	WO		6-E-8
3)	0170.03.03	VERIFY PAY ENTRY BASE DATE (PEBD)	S			12	WO		6-E-8
4)	0170.03.04	VERIFY ARMED FORCES ACTIVE DUTY BASE DATE (AFADBD)	S			12	WO		6-E-9
5)	0170.03.05	CERTIFY UNIT DIARY	S			12	WO		6-E-10
6)	0170.03.06	SUPERVISE AWARDS PROCESS	S			1	WO		6-E-11

DUTY AREA 04 - PERSONNEL SUPERVISION

1)	0170.04.01	SUPERVISE ENLISTED PROMOTION PROCESS	P			1	WO		6-E-12
2)	0170.04.02	SUPERVISE ENLISTED REDUCTIONS PROCESS	P			12	WO		6-E-13
3)	0170.04.03	SUPERVISE ACCOUNTABILITY OF SERVICE RECORDS	S			12	WO		6-E-14
4)	0170.04.04	MANAGE TASK ASSIGNMENTS	P			12	WO		6-E-14
5)	0170.04.05	SUPERVISE SEPARATION, RESIGNATION, RETIREMENT PROCESS	P			12	WO		6-E-15
6)	0170.04.06	SUPERVISE THE LEAVE PROCESS	P			12	WO		6-E-16
7)	0170.04.07	SUPERVISE THE PERSONNEL ORDERS PROCESS	P			12	WO		6-E-17

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
8)	0170.04.08	PLAN EMBARKATION/REDEPLOYMENT/DISPLACEMENT OF DATA COMMUNICATIONS EQUIPMENT AND PERSONNEL	S			12	WO		6-E-19

DUTY AREA 05 - ADMINISTRATIVE SUPPORT

1)	0170.05.01	VERIFY PAY RELATED DOCUMENTS	S			12	WO		6-E-20
2)	0170.05.02	PROVIDE SAFEGUARD OF CONTROLLED FORMS		S		6	WO		6-E-22
3)	0170.05.03	COORDINATE ABSENTEE/DESERTER PROCESS	P			3	WO		6-E-24
4)	0170.05.04	CERTIFY THE APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD - DEERS ENROLLMENT (DD FORM 1172)		S		12	WO		6-E-25

DUTY AREA 06 - EQUIPMENT SYSTEMS

1)	0170.06.01	OPERATE END USER COMPUTER EQUIPMENT (EUCE)	P			6	WO		6-E-27
2)	0170.06.02	GENERATE SPECIAL ROSTERS/AD HOC REPORTS	P			6	WO		6-E-27
3)	0170.06.03	PERFORM FUNCTIONS OF TERMINAL AREA SECURITY OFFICER (TASO) FOR ACCESS/CONTROL OF ON-LINE SYSTEMS		S		12	WO		6-E-28

DUTY AREA 07 - RESERVE ADMINISTRATION

1)	0170.07.01	PROCESS NOTICE OF ELIGIBILITY (NOE) BENEFITS	S			6	WO		6-E-30
2)	0170.07.02	VERIFY UNIT MUSTER SHEET FOR THE SMCR	S			6	WO		6-E-30
3)	0170.07.03	VERIFY THE ANNUAL RETIREMENT CREDIT REPORT (ARCR)/CAREER RETIREMENT CREDIT REPORT (CRCR)	S			6	WO		6-E-31

MOS 0171, MANPOWER INFORMATION SYSTEMS ANALYST

DUTY AREA 01 - CORRESPONDENCE

1)	0171.01.01	ADMINISTER MANPOWER INFORMATION SYSTEMS SUPPORT OFFICE (MISSO) ADVISORIES	P			6	Cpl		6-F-1
2)	0171.01.02	ADMINISTER NAVAL MESSAGE REQUEST FOR MCTFS TABLES UPDATE	S			6	GySgt		6-F-1
3)	0171.01.03	CREATE MCTFS PROBLEM SHEET	P			3	Cpl		6-F-2

DUTY AREA 02 - RECORDS

1)	0171.02.01	REQUEST SPECIAL REPORTS FROM MANPOWER DATA BASE	P			6	Cpl		6-F-4
2)	0171.02.02	TROUBLESHOOT EUCE PROBLEMS	P			3	Cpl		6-F-4
3)	0171.02.03	PROCESS INCOMING UNIT DIARY DISKETTE	P			6	Cpl		6-F-5
4)	0171.02.04	PREPARE MANPOWER INFORMATION SYSTEMS SUPPORT OFFICE (MISSO) UNIT DIARY (UD)	P			6	Cpl		6-F-6
5)	0171.02.05	REVIEW MISSO UD	S			6	SSgt		6-F-6
6)	0171.02.06	DISTRIBUTE UNIT PERSONNEL/DISBURSING REPORTS	P			6	Cpl		6-F-7
7)	0171.02.07	CERTIFY MISSO UD	S			3	GySgt		6-F-7

ENCLOSURE (3)

MCO 1510.53C  
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SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
8)	0171.02.08	INTERPRET TYPE TRANSACTION CODE (TTC) DECISION LOGIC TABLE	S			6	Sgt		6-F-8
9)	0171.02.09	TRANSMIT INFORMATION TO DEPLOYED UNITS VIA P STREAMLINE AUTOMATED LOGISTIC TRANSMISSION SYSTEM (SALTS)				6	Cpl		6-F-9
10)	0171.02.10	MONITOR REPORTING UNIT PERFORMANCE WITHIN MCTFS SYSTEM	P			6	Cpl		6-F-10

DUTY AREA 03 - ADMINISTRATIVE SUPPORT

1)	0171.03.01	PROVIDE TECHNICAL ASSISTANCE TO REPORTING UNITS ON UNIT DIARY SYSTEM REPORTING PROBLEMS	P			6	Cpl		6-F-11
2)	0171.03.02	CONTROL ACCESS TO CMC SPONSORED MANPOWER DATA BASE	S			6	GySgt		6-F-11
3)	0171.03.03	RECOMMEND MCTFS PROCEDURAL AND SYSTEMS CHANGES TO CMC/DFAS	P			6	Cpl		6-F-12
4)	0171.03.04	PROVIDE COURTESY ON-SITE VISITS FOR MCTFS ASSISTANCE	P			6	Cpl		6-F-13
5)	0171.03.05	PROVIDE TECHNICAL SUPPORT TO REMOTE JOB ENTRY (RJE) SITES	P			6	Cpl		6-F-13

DUTY AREA 04 - EQUIPMENT SYSTEMS

1)	0171.04.01	OPERATE END USER COMPUTER EQUIPMENT (EUCE)	P			6	Pvt		6-F-15
2)	0171.04.02	OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS)	P			6	Pvt		6-F-15
3)	0171.04.03	GENERATE SPECIAL ROSTERS/AD HOC REPORTS		S		6	Pvt		6-F-16

MOS 0180, ADJUTANT

DUTY AREA 01 - CORRESPONDENCE

1)	0180.01.01	PROCESS CORRESPONDENCE	S			6	2dLt		6-G-1
2)	0180.01.02	ANALYZE PERSONNEL STAFFING DOCUMENTS	P			12	2dLt		6-G-2
3)	0180.01.03	MANAGE MESSAGE DISTRIBUTION		S		6	2dLt		6-G-3
4)	0180.01.04	MONITOR MORNING REPORT		S		6	2dLt		6-G-3
5)	0180.01.05	SUPERVISE PREPARATION OF DOCUMENTS FOR PETITIONS TO BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR)		S		6	2dLt		6-G-4

DUTY AREA 02 - FILES AND DIRECTIVES

1)	0180.02.01	SUPERVISE MAINTENANCE OF CORRESPONDENCE FILES	S			6	2ndLt		6-G-6
2)	0180.02.02	SUPERVISE MAINTENANCE OF DIRECTIVES CONTROL POINT (DCP)	S			6	2ndLt		6-G-6
3)	0180.02.03	SUPERVISE PREPARATION OF COMMAND SPECIAL ORDERS	S			6	2ndLt		6-G-8

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 03 - RECORDS</u>									
1)	0180.03.01	REVIEW FITNESS REPORTS	S			6	2ndLt		6-G-9
2)	0180.03.02	SUPERVISE MAINTENANCE OF UNIT PUNISHMENT BOOK (UPB)	S			6	2ndLt		6-G-9
3)	0180.03.03	MAINTAIN REPORTS CONTROL POINT		S		6	2ndLt		6-G-10
4)	0180.03.04	PROVIDE PRIVACY ACT GUIDANCE	P			6	2ndLt		6-G-11
<u>DUTY AREA 04 - PERSONNEL SUPERVISION</u>									
1)	0180.04.01	COORDINATE SCREENING BOARDS	S			12	2ndLt		6-G-12
2)	0180.04.02	SUPERVISE MAILROOM OPERATIONS	S			12	2ndLt		6-G-12
3)	0180.04.03	COORDINATE COMMAND PROTOCOL REQUIREMENTS	P			6	2ndLt		6-G-13
4)	0180.04.04	MAINTAIN ADMINISTRATIVE INSPECTION SYSTEM		S		12	2ndLt		6-G-14
5)	0180.04.05	MANAGE COMMAND CLASSIFIED MATERIAL CONTROL CENTER (CMCC)	P			12	2ndLt		6-G-14
6)	0180.04.06	MANAGE GRAVES REGISTRATION		S		12	2ndLt		6-G-15
7)	0180.04.07	MANAGE TASK ASSIGNMENTS OF ADMINISTRATIVE SECTION PERSONNEL	P			6	2ndLt		6-G-16
<u>DUTY AREA 05 - ADMINISTRATIVE SUPPORT</u>									
1)	0180.05.01	ADMINISTER PERSONNEL SPONSORSHIP PROGRAM		S		12	2ndLt		6-G-17
2)	0180.05.02	PREPARE LETTER OF REPRIMAND		S		12	2ndLt		6-G-17
3)	0180.05.03	PROCESS DOCUMENTATION FOR PROMOTION	P			12	2ndLt		6-G-18
4)	0180.05.04	COORDINATE CASUALTY PROGRAM	S			12	2ndLt		6-G-19
5)	0180.05.05	COORDINATE LEGAL ASSISTANCE SERVICES	S			12	2ndLt		6-G-20
6)	0180.05.06	PROCESS RECOMMENDATIONS FOR AWARDS/DECORATIONS	S			12	2ndLt		6-G-21
7)	0180.05.07	PROCESS ADMINISTRATIVE DOCUMENTATION FOR SEPARATIONS	S			6	2ndLt		6-G-21
8)	0180.05.08	MANAGE GUARD MAIL OPERATIONS		S		6	2ndLt		6-G-23
9)	0180.05.09	PREPARE PERSONNEL ANNEXES TO THE OPERATIONS ORDER	S			12	2ndLt		6-G-23
10)	0180.05.10	ADVISE PERSONNEL ON RESIGNATION ELIGIBILITY	P			12	2ndLt		6-G-24
11)	0180.05.11	ADVISE PERSONNEL ON RETIREMENT ELIGIBILITY	P			12	2ndLt		6-G-25
12)	0180.05.12	COORDINATE MILITARY JUSTICE MATTERS	P			12	2dLt		6-G-26
13)	0180.05.13	ADVISE INVESTIGATING OFFICERS ON JAG MANUAL INVESTIGATION PROCEDURES	S			12	2dLt		6-G-26
14)	0180.05.14	REVIEW ADMINISTRATIVE CLAIMS		S		12	2dLt		6-G-27
15)	0180.05.15	PARTICIPATE IN STAFF PLANNING PROCESS	P			12	2dLt		6-G-28
<u>DUTY AREA 06 - EQUIPMENT SYSTEMS</u>									
1)	0180.06.01	OPERATE END USER COMPUTER EQUIPMENT (EUCE)	S			12dLt			6-G-29
2)	0180.06.02	OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS)	S			6	2ndLt		6-G-29
3)	0180.06.03	GENERATE SPECIAL ROSTERS/AD HOC REPORTS	S			6	2ndLt		6-G-30
<u>DUTY AREA 07 - RESERVE ADMINISTRATION</u>									
1)	0180.07.01	VERIFY PAY AND ALLOWANCES FOR THE USMCR		S		6	2ndLt		6-G-32

ENCLOSURE (3)



SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
MOS 0193, PERSONNEL/ADMINISTRATIVE CHIEF									
<u>DUTY AREA 01 - CORRESPONDENCE</u>									
1)	0193.01.01	VERIFY PREPARATION OF ADMINISTRATIVE CORRESPONDENCE	S			6	SSgt		6-H-1
2)	0193.01.02	PROCESS CORRESPONDENCE AND MESSAGES	S			6	SSgt		6-H-2
3)	0193.01.03	PROCESS CONGRESSIONAL/SPECIAL INTEREST INQUIRIES (CONGRINT)	S			12	SSgt		6-H-3
<u>DUTY AREA 02 - FILES AND DIRECTIVES</u>									
1)	0193.02.01	VERIFY MAINTENANCE OF DIRECTIVES CONTROL POINT (DCP)	S			6	SSgt		6-H-4
2)	0193.02.02	VERIFY MAINTENANCE OF CORRESPONDENCE FILES	S			6	SSgt		6-H-5
3)	0193.02.03	VERIFY PREPARATION OF A COMMAND-ISSUED DIRECTIVE	S			12	SSgt		6-H-5
<u>DUTY AREA 03 - SERVICE RECORDS</u>									
1)	0193.03.01	ENSURE ACCOUNTABILITY OF SERVICE RECORDS	S			12	SSgt		6-H-7
2)	0193.03.02	VERIFY AUDIT OF SERVICE RECORD	S			6	SSgt		6-H-7
<u>DUTY AREA 04 - UNIT DIARY</u>									
1)	0193.04.01	VERIFY UNIT DIARY	S			6	SSgt		6-H-10
2)	0193.04.02	VERIFY MCTFS REPORTS	S			6	SSgt		6-H-10
<u>DUTY AREA 05 - PAY</u>									
1)	0193.05.01	VERIFY PAY RELATED DOCUMENTS	S			12	SSgt		6-H-12
2)	0193.05.02	COMPUTE READJUSTED PAY ENTRY BASE DATE (PEBD)	S			6	SSgt		6-H-14
3)	0193.05.03	COMPUTE READJUSTED ARMED FORCES ACTIVE DUTY BASE DATE (AFADB)	S			6	SSgt		6-H-15
<u>DUTY AREA 06 - GENERAL ADMINISTRATION</u>									
1)	0193.06.01	MONITOR PERSONNEL ASSIGNMENTS	S			6	SSgt		6-H-17
2)	0193.06.02	VERIFY PREPARATION OF PERSONNEL ORDERS	S			12	SSgt		6-H-17
3)	0193.06.03	VERIFY TEMPORARY ADDITIONAL DUTY (TAD) ORDERS PREPARATION	S			6	SSgt		6-H-19
4)	0193.06.04	MONITOR MORNING REPORT	S			3	SSgt		6-H-20
5)	0193.06.05	PROCESS RESIGNATION/RETIREMENT/TRANSFER TO THE FLEET MARINE CORPS RESERVE REQUEST	S			12	SSgt		6-H-21
6)	0193.06.06	PROCESS ADMINISTRATIVE DOCUMENTATION FOR SEPARATIONS	S			6	SSgt		6-H-22
7)	0193.06.07	COORDINATE SURVIVOR BENEFIT PLAN (SBP) COUNSELING	P			12	SSgt		6-H-24
8)	0193.06.08	SUPERVISE ENLISTED PROMOTION PROCESS	S			3	SSgt		6-H-24
9)	0193.06.09	SUPERVISE ENLISTED REDUCTIONS PROCESS	S			3	SSgt		6-H-26
10)	0193.06.10	VERIFY THE COMPLETENESS OF ABSENTEE/DESERTER DOCUMENTS	S			12	SSgt		6-H-27
11)	0193.06.11	VERIFY LEGAL DOCUMENTS	S			12	SSgt		6-H-28
12)	0193.06.12	VERIFY COMMAND SPECIAL ORDERS	S			6	SSgt		6-H-29

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SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
13)	0193.06.13	PROVIDE SAFEGUARD OF CONTROLLED FORMS	P			6	Cpl		6-H-30
14)	0193.06.14	VERIFY THE APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD - DEERS ENROLLMENT (DD FORM 1172)		S		12	SSgt		6-H-31
15)	0193.06.15	PROCESS RECOMMENDATIONS FOR AWARDS/DECORATIONS	S			12	SSgt		6-H-32
16)	0193.06.16	VERIFY FITNESS REPORT	S			6	SSgt		6-H-33
17)	0193.06.17	ADVISE ON PRIVACY ACT STATEMENTS	P			12	SSgt		6-H-34
18)	0193.06.18	PROCESS LEAVE DOCUMENTS	P			6	SSgt		6-H-34
19)	0193.06.19	VERIFY DOCUMENTATION FOR UNIFORM ISSUE/REPLACEMENT		S		12	SSgt		6-H-35
20)	0193.06.20	COORDINATE CASUALTY PROGRAM	S			12	SSgt		6-H-36
21)	0193.06.21	INSPECT UNIT MAIL ROOM		S		12	SSgt		6-H-37
22)	0193.06.22	APPOINT UNIT MAIL CLERKS/ORDERLIES		S		12	SSgt		6-H-38
23)	0193.06.23	PLAN EMBARKATION/REDEPLOYMENT/DISPLACEMENT OF DATA COMMUNICATIONS EQUIPMENT AND PERSONNEL		S		12	SSgt		6-H-38
24)	0193.06.24	MANAGE PERSONNEL OPERATIONS OF ADMINISTRATIVE SECTION	P			3	SSgt		6-H-39
25)	0193.06.25	SUPERVISE MAILROOM OPERATIONS		S		12	SSgt		6-H-39

DUTY AREA 07 - EQUIPMENT SYSTEMS

1)	0193.07.01	OPERATE END USER COMPUTER EQUIPMENT (EUCE)	P			6	SSgt		6-H-41
2)	0193.07.02	OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS)	P			6	SSgt		6-H-41
3)	0193.07.03	GENERATE SPECIAL ROSTERS/AD HOC REPORTS	P			6	SSgt		6-H-42
4)	0193.07.04	PERFORM FUNCTIONS OF TERMINAL AREA SECURITY OFFICER (TASO) FOR ACCESS/CONTROL OF ON-LINE SYSTEMS		S		12	SSgt		6-H-43

DUTY AREA 08 - RESERVE ADMINISTRATION

1)	0193.08.01	PREPARE REQUIRED DOCUMENTATION TO SUBSTANTIATE CONTINUED NOTICE OF ELIGIBILITY (NOE) BENEFITS	P			6	Cpl		6-H-44
2)	0193.08.02	VERIFY UNIT MUSTER SHEET FOR THE SMCR	P			6	Cpl		6-H-44
3)	0193.08.03	VERIFY THE ANNUAL RETIREMENT CREDIT REPORT (ARCR)/CAREER RETIREMENT CREDIT REPORT (CRCR)	P			12	Cpl		6-H-45

ENCLOSURE (3)

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.
2. Format. The columns are as follows:
  - a. TASK TITLE. A listing of all tasks common to at least two MOSs.
  - b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSs containing the same task title.

TASK TITLE	COMMON TASK NUMBERS		
AUDIT UNIT DIARY (UD) MANAGEMENT REPORTS	0121.05.03	0151.05.04	
COMPUTE READJUSTED ARMED FORCES ACTIVE DUTY BASE DATE (AFADBD)	0151.03.04	0193.05.03	
COMPUTE READJUSTED PAY ENTRY BASE DATE (PEBD)	0121.03.06	0151.03.03	0193.05.02
COORDINATE CASUALTY PROGRAM	0180.05.04	0193.06.20	
GENERATE SPECIAL ROSTERS/AD HOC REPORTS	0121.05.01	0151.08.03	0160.03.04
	0161.06.03	0170.06.02	0171.04.03
	0180.06.03	0193.07.03	
MAINTAIN DOCUMENT SIDE OF SERVICE RECORDS (SRB/OQR)	0121.03.04	0151.03.06	
MONITOR MORNING REPORT	0170.01.02	0180.01.04	0193.06.04
OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS)	0151.08.02	0171.04.02	0180.06.02
	0193.07.02		
OPERATE END USER COMPUTER EQUIPMENT (EUCE)	0121.01.01	0151.08.01	0160.03.01
	0161.06.01	0170.06.01	0171.04.01
	0180.06.01	0193.07.01	
PERFORM FUNCTIONS OF TERMINAL AREA SECURITY OFFICER (TASO) FOR ACCESS/CONTROL OF ON-LINE SYSTEMS	0170.06.03	0193.07.04	
PLAN EMBARKATION/REDEPLOYMENT/DISPLACEMENT OF DATA COMMUNICATIONS EQUIPMENT AND PERSONNEL	0170.04.08	0193.06.23	
PREPARE AN APPLICATION FOR THE UNIFORMED SERVICES IDENTIFICATION CARD - DEERS ENROLLMENT (DD FORM 1172)	0121.04.09	0151.04.04	
PREPARE DOCUMENTATION FOR SEPARATION	0121.04.12	0151.04.03	
PREPARE DOCUMENTATION FOR UNIFORM ISSUE/REPLACEMENT	0121.04.07	0151.07.06	
PREPARE IDENTIFICATION (ID) TAGS	0121.04.06	0151.07.09	

ENCLOSURE (4)

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TASK TITLE	COMMON TASK NUMBERS		
PREPARE PAY RELATED DOCUMENTS	0121.06.01	0151.04.05	
PREPARE REQUIRED DOCUMENTATION TO SUBSTANTIATE CONTINUED NOTICE OF ELIGIBILITY (NOE) BENEFITS	0121.07.03	0151.09.07	0193.08.01
PREPARE UNIT DIARY (UD)	0121.05.02	0151.05.02	
PROCESS ADMINISTRATIVE DOCUMENTATION FOR SEPARATIONS	0180.05.07	0193.06.06	
PROCESS CORRESPONDENCE	0170.01.03	0180.01.01	
PROCESS RECOMMENDATIONS FOR AWARDS/DECORATIONS	0180.05.06	0193.06.15	
PROVIDE SAFEGUARD OF CONTROLLED FORMS	0170.05.02	0193.06.13	
ROUTE CORRESPONDENCE AND MESSAGES	0121.02.01	0151.02.05	
SAFEGUARD CONTROLLED FORMS	0121.04.13	0151.03.02	
SAFEGUARD PERSONAL INFORMATION	0121.03.09	0151.07.07	
SUPERVISE ENLISTED PROMOTION PROCESS	0170.04.01	0193.06.08	
SUPERVISE ENLISTED REDUCTIONS PROCESS	0170.04.02	0193.06.09	
SUPERVISE MAILROOM OPERATIONS	0180.04.02	0193.06.25	
SUPERVISE MAINTENANCE OF CORRESPONDENCE FILES	0170.02.01	0180.02.01	
SUPERVISE PREPARATION OF COMMAND SPECIAL ORDERS	0170.02.02	0180.02.03	
SUPERVISE PREPARATION OF DOCUMENTS FOR PETITIONS TO BROAD FOR CORRECTION OF NAVAL RECORDS (BCNR)	0170.01.04	0180.01.05	
TYPE DRAFTED MATERIAL	0121.01.02	0151.01.01	
TYPE NAVAL CORRESPONDENCE	0121.01.03	0151.01.03	
VERIFY PAY RELATED DOCUMENTS	0121.06.05	0170.05.01	0193.05.01
VERIFY THE ANNUAL RETIREMENT CREDIT REPORT (ARCR)/CAREER RETIREMENT CREDIT REPORT (CRCR)	0121.07.02 0193.08.03	0151.09.09	0170.07.03
VERIFY UNIT DIARY TRANSACTIONS	0121.05.05	0151.05.03	
VERIFY UNIT MUSTER SHEET FOR THE SMCR	0121.07.04 0193.08.02	0151.09.08	0170.07.02
ENCLOSURE (4)			

TRAINING SUPPORT

1. This enclosure summarizes four categories of training support by ITS for the entire OccFld:

Appendix A: Training Materiel

Appendix B: Current MCIs

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: References

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

ENCLOSURE (5)

TRAINING MATERIEL

1. General. Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and MCIs) required or recommended to properly train a task under the specified conditions and to the specified standard.

2. Format. The columns are as follows:

a. MATERIEL. This column summarizes all training materiel used in support of at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks supported by the corresponding training support item in the Materiel column. An asterisk (\*) precedes any task for which the training support item is mandatory for execution of the task.

MATERIEL	TASK NUMBERS
"Paid" Money Orders	*0161.01.15 *0161.01.18
"Spoiled" Money Orders	*0161.01.15 *0161.01.18
A consolidated morning report	*0170.01.02 *0180.01.04 *0193.06.04
AD/HOC Report capabilities of UD/MIPS	*0121.03.03
Access to 3270 (RT01/RT02) Performance Evaluation Record Display Screen	*0193.06.05
Access to 3270 (on-line Performance Evaluation System (PES))	*0151.09.09 *0193.03.02 *0193.06.16 *0193.08.03
Access to DFAS Travel Updates	0170.04.07
Access to Marine Corps Publications Distribution System (MCPDS)	*0151.02.02 *0180.02.02 *0193.02.01
Access to Marine Corps Total Force System (MCTFS)	*0121.03.10 0121.04.03 *0121.05.01 *0121.05.03 *0121.05.04
	*0121.05.06 *0121.07.02 *0121.07.04 *0151.03.01 *0151.05.01
	*0151.05.04 *0151.08.03 *0151.09.02 *0151.09.06 *0151.09.08
	*0160.03.04 *0161.06.03 *0170.03.01 *0170.03.03 *0170.03.04
	*0170.03.06 *0170.04.01 *0170.04.02 *0170.04.03 *0170.04.05
	*0170.04.06 *0170.04.07 0170.05.01 *0170.05.03 *0170.05.04
	*0170.06.02 *0170.06.03 *0170.07.01 *0170.07.02 *0170.07.03
	*0171.02.09 *0171.03.03 *0171.04.03 *0180.01.04 *0180.06.03
	*0193.08.02 *0193.06.05 *0193.06.06 *0193.06.08 *0193.07.03

Appendix A to  
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MATERIEL	TASK NUMBERS					
Access to Master Military Pay Account (MMPA)	*0121.06.02					
Access to Message Distribution System (MDS)	*0170.04.01	*0170.04.07	*0170.05.03			
Access to Outside/Inside Bills	*0161.02.03					
Access to Service Record Books	*0170.01.02 *0193.06.02	*0170.04.01 *0193.06.04	*0180.03.02	*0180.04.02	*0180.05.04	
Access to Standard Accounting, Budgeting and Reporting System (SABRS)	*0151.07.03					
Access to complete money order reports	*0161.01.18	*0161.01.19				
Access to financial transaction data	*0161.05.03					
Access to operational data and schedules	*0161.05.08					
Access to population census data	*0161.05.03					
Access to the Customer Information Control System (CICS)	*0121.05.04 *0160.06.02	*0121.07.01 *0171.04.02	*0151.05.01 *0180.06.02	*0151.08.02 *0193.07.02	*0160.03.03	
Access to the Internet	*0151.02.02	0170.04.07	*0193.02.01			
Access to the Marine Corps Directives Electronic Library (MCDEL)	*0151.02.02					
Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)	*0121.05.01 *0161.06.03 *0180.06.03	*0151.07.11 *0170.01.02 *0193.06.08	*0151.08.03 *0170.04.01 *0193.07.03	*0151.09.02 *0170.06.02	*0160.03.04 *0171.04.03	
Accountable postal equipment and serial numbers of the equipment assigned to the post office	*0161.01.19					
Adding machine w/paper tape (original and duplicate)	*0161.01.15	*0161.01.18				
Administrative Claim	*0180.05.14					

Appendix A to  
ENCLOSURE (5)

MATERIEL	TASK NUMBERS			
Administrative correspondence	*0193.01.01	*0193.01.02		
All-purpose dating stamp (APDS)	*0161.01.15	*0161.01.18	*0161.02.03	*0161.02.05
Annual Retirement Credit Report (ARCR)/Career Retirement Credit Report (CRCR)	*0121.07.02	*0151.09.09	*0170.07.03	*0193.08.03
Applicable blank forms *0160.02.02	*0121.06.01	*0151.04.05	*0151.04.06	*0151.07.05
Appointing order	*0180.05.13			
Appropriate Award Certificate(s)	*0121.04.02			
Appropriate source documents	*0121.06.05	*0193.05.02	*0193.05.03	*0193.06.11
Approved Safe	*0170.05.02			
Article of Postal Union Mail	*0161.01.03			
Article that can not be delivered as addressed	*0161.04.01			
Automated Order Writing Process (AOWP) printout	*0151.04.07	*0151.07.04		
Award Certificate(s)	*0170.03.06			
Award/decoration recommendation	*0180.05.06			
Basic Allowance for Housing (BAH) form	*0170.07.01			
Basic Individual Record (BIR)/Basic Training Record (BTR)	*0121.03.10	*0151.09.02		
Blank Identification (ID) Card	*0121.04.05			
Blank Identification (ID) Tags	*0121.04.06	*0151.07.09		
Blank NAVMC 00003, Leave Request	*0121.04.03	*0151.07.08	*0193.06.18	
Blank Postal Money Order	*0161.01.13	*0161.01.18	*0161.01.19	



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MATERIEL	TASK NUMBERS			
Blank meal card (DD Form 714)	*0121.04.04			
Board for Correction of Naval Records Application (BCNR)	*0170.01.04	*0180.01.05		
Bond Allotment Feedback Report	*0121.06.04			
Calculator with paper tape	*0161.01.20			
Certificates of Appointment	*0180.05.03			
Changes to publications and directives	*0161.05.09			
Classified Material Storage Approved Safe	*0151.07.10	*0193.06.13		
Classified Materials	*0151.07.10			
Classified correspondence, documents, and messages requiring marking	*0151.01.02			
Combat Leave Worksheet	0170.04.06			
Command Directory	*0161.04.01	*0161.04.02		
Command Staffing Report (CSR)	*0170.01.01			
Completed Fitness Report	*0151.04.02	*0180.03.01	*0193.06.16	
Completed Leave Papers	*0151.10.04			
Completed Leave Request	*0151.07.09			
Completed Marine Corps Total Force System (MCTFS) management reports	*0193.04.02			
Completed Notification Letter	*0193.06.10			
Completed Unit Diary	*0151.10.04	*0171.02.05	*0171.02.07	*0193.04.01
Completed Unit Muster Sheet	*0121.07.04	*0151.09.08	*0170.07.02	*0180.01.04
	*0193.08.02			
Completed leave request form	*0121.04.03			

Appendix A to  
ENCLOSURE (5)

MATERIEL	TASK NUMBERS			
Completed separation documents	*0170.04.05			
Completely processed Marine Corps Total Force System (MCTFS) cycle	*0171.02.10			
Congressional/Special Interest Inquiry	*0193.01.03			
Control Log	*0171.02.03			
Control Log Sheet	*0171.02.09			
Correspondence files	*0170.02.01	*0180.02.01	*0193.02.02	
Correspondence requiring processing	*0121.02.01	*0180.01.01		
Current MC casualty estimation software	*0180.05.04			
DD Form 1172, Application for Uniformed Services Identification Card- DEERS Enrollment	*0121.04.09	*0151.04.04	*0170.05.04	*0193.06.14
DD Form 1173, Uniformed Services Identification & Privilege Card	*0121.04.13	*0151.03.02	*0170.05.02	*0193.06.13
DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card	*0121.04.13	*0151.03.02	*0170.05.02	*0193.06.13
DD Form 1351-2, Travel Voucher or Subvoucher	*0151.07.03			
DD Form 2 (ACT), Armed Forces of the United States-Geneva Convention Identification Card (Active)	*0121.04.13	*0151.03.02	*0170.05.02	*0193.06.13
DD Form 2 (RES), Armed Forces of the United States-Geneva Convention Identification Card (Reserves)	*0121.04.13	*0151.03.02	*0170.05.02	*0193.06.13

Appendix A to  
ENCLOSURE (5)

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MATERIEL	TASK NUMBERS
DD Form 2 (RET), United States Uniformed Services Identification Card (Retired)	*0121.04.13 *0151.03.02 *0170.05.02 *0193.06.13
DD Form 214, Certificate of Release or Discharge from Active Duty	*0121.04.13 *0151.03.02 *0170.05.02 *0193.06.13
DD Form 214WS, Certificate of Release or Discharge from Active Duty (Worksheet)	*0121.04.13 *0151.03.02 *0170.05.02 *0193.06.13
DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty	*0121.04.13 *0151.03.02 *0170.05.02 *0193.06.13
DD Form 216MC, Staff Non Commissioned Officer (SNCO) Promotion Certificate	*0121.03.08 *0151.03.07
DD Form 2257, Designation/Termination MPC-FPC-COPE-PFO	*0160.02.01 * 0161.01.19 *0161.05.11
DD Form 2258, Temporary Mail Disposition Instructions	*0161.02.07
DD Form 2259, Report of Audit of Postal Accounts	*0160.02.01 *0161.01.19 *0161.01.20
DD Form 2260, Unit Mail Clerk/Orderly Designation Log	*0151.10.03 *0193.06.22
DD Form 2261, Registered Mail - Balance & Inventory	*0161.02.06
DD Form 2262, Receptacle Record	*0161.02.07
DD Form 2263, Mailing Address/Combination Record	*0161.02.07
DD Form 2329, Record of Trial by Summary Court Martial	*0193.06.11
DD Form 256, Discharge Certificate, Honorable	*0170.05.02 *0193.06.13

Appendix A to  
ENCLOSURE (5)

MATERIEL	TASK NUMBERS					
DD Form 257, Discharge Certificate, General	*0170.05.02	*0193.06.13				
DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly	*0151.10.01 *0161.02.02	*0151.10.02 *0193.06.22	*0151.10.03	*0160.02.02	*0161.01.19	
DD Form 553, Deserter/Absentee Wanted by the Armed Forces	*0121.04.08	*0151.06.01	*0170.05.03	*0193.06.10		
DD Form 616, Report of Return of Absentee	*0121.04.08	*0151.06.01	*0170.05.03	*0193.06.10		
DD Form 714, Meal Card	*0121.04.13	*0151.03.02	*0170.05.02	*0193.06.13		
DD Form 885, Money Order Control Record	*0160.02.01 *0161.01.19	*0160.02.02	*0161.01.13	*0161.01.17	*0161.01.18	
Daily Strength Report	*0151.07.01					
Data	*0161.05.10					
Data from subordinate units/sections	*0151.07.01					
Deployment Schedules	*0160.02.05	*0160.02.06	*0161.02.11			
Deployment information	*0161.05.12					
Deployment instructions	*0151.07.19	*0170.04.08				
Diagnostic hardware/software	*0151.07.13					
Diary Feedback Report	*0121.03.01	*0121.04.10	*0151.03.05	*0170.03.02		
Diary Management Reports	*0170.03.02					
Disposition Slips	*0151.10.04					
Domestic Mail	*0161.01.01					
Domestic Mail requiring special services	*0161.01.02					
Embossing Machine	*0121.04.06	*0151.07.09				
Emergency Leave Orders	0170.04.06					
End User Computer Equipment (EUCE)	*0121.01.01 *0121.03.10 *0121.05.03 *0121.06.04	*0121.01.02 *0121.04.02 *0121.05.04 *0121.07.01	*0121.01.03 *0121.04.09 *0121.05.05 *0121.07.02	*0121.03.01 *0121.05.01 *0121.05.06 *0121.07.03	*0212.03.09 *0121.05.02 *0121.06.03 *0151.01.01	

MATERIEL	TASK NUMBERS				
	*0151.01.03	*0151.02.02	*0151.02.03	*0151.02.06	*0151.02.07
	*0151.04.04	*0151.05.01	*0151.05.02	*0151.05.03	*0151.05.04
	*0151.07.02	*0151.07.05	*0151.07.07	*0151.07.08	*0151.07.11
	*0151.07.12	*0151.07.13	*0151.07.14	*0151.07.15	*0151.07.16
	*0151.07.17	*0151.07.18	*0151.08.01	*0151.08.02	*0151.08.03
	*0151.09.02	*0151.09.05	*0151.09.06	*0151.09.07	*0151.09.09
	*0160.03.01	*0160.03.02	*0160.03.03	*0160.03.04	*0161.05.07
	*0161.05.08	*0161.06.01	*0161.06.02	*0161.06.03	*0170.01.02
	*0170.01.03	0170.02.02	*0170.03.01	0170.03.02	*0170.03.03
	*0170.03.04	*0170.03.05	*0170.03.06	*0170.04.01	*0170.04.02
	*0170.04.03	*0170.04.05	*0170.04.06	*0170.04.07	0170.05.01
	*0170.05.03	*0170.05.04	*0170.06.01	*0170.06.02	*0170.06.03
	*0170.07.01	*0170.07.02	*0170.07.03	*0171.01.01	*0171.01.02
	*0171.01.03	*0171.02.01	*0171.02.02	*0171.02.03	*0171.02.04
	*0171.02.07	*0171.02.09	*0171.02.10	*0171.03.01	*0171.03.02
	*0171.03.03	*0171.04.01	*0171.04.02	*0171.04.03	*0180.01.01
	*0180.01.02	*0180.01.03	*0180.01.04	*0180.02.02	*0180.02.03
	0180.03.01	*0180.04.01	*0180.04.04	0180.04.05	*0180.05.01
	*0180.05.02	*0180.05.04	*0180.05.05	*0180.05.06	*0180.05.07
	*0180.05.09	*0180.05.10	*0180.06.01	*0180.06.02	*0180.06.03
	*0193.01.01	*0193.01.03	*0193.02.01	*0193.02.03	*0193.03.02
	*0193.04.01	*0193.04.02	*0193.05.01	*0193.06.02	0193.06.03
	*0193.06.04	*0193.06.05	*0193.06.06	*0193.06.09	*0193.06.10
	*0193.06.12	*0193.06.14	*0193.06.15	*0193.06.16	*0193.06.18
	*0193.06.19	*0193.07.01	*0193.07.02	*0193.07.03	*0193.07.04
	*0193.08.01	*0193.08.03			
Equipment as required	*0171.02.01				
Equipment list	*0151.07.19				
Event Unit Diary	*0171.01.02				
Exchange Privilege Card	*0193.06.13				
Fitness Report Program Software	*0193.06.16				
Form Flow Software	*0170.03.06	*0170.04.01	*0170.04.06	0170.05.01	*170.05.03
	*0193.06.15	*0193.06.18	*0193.06.19		
General office supplies	*0121.01.02	*0121.01.03	*0121.02.01	*0121.02.02	*0121.03.01
	*0121.03.02	*0151.01.01	*0151.01.03	*0151.02.01	*0151.02.02
	*0151.02.03	*0151.02.04	*0151.02.05	*0151.02.06	*0151.02.07
	*0151.03.05				
Government credit card applications	*0170.05.02				
Identification (ID) Card Log Book	*0121.04.05				
Incoming Mail	*0161.02.02				
Appendix A to ENCLOSURE (5)					

MATERIEL	TASK NUMBERS			
Integrated Retail Terminal and clerk diskette with identification number	*0161.01.12			
Inventory/phone record	*0193.06.10			
JAG short form	*0170.07.01			
Leave and Earnings Statement (LES)	*0151.07.08	*0170.04.06	*0193.06.18	
Letter of Authorization to Receipt for Official Accountable Mail	*0151.10.01			
Letters designating meter machine custodians	*0161.01.19			
Local Command Security Instructions	*0160.01.04			
Local Mail Handling *0160.02.06	*0160.01.08	*0160.02.02	*0160.02.04	*0160.02.05
Instructions *0160.05.12	*0160.02.07	*0160.02.08	*0160.02.11	*0160.02.13
Local Message Distribution System	*0151.02.05			
Locally produced Meal Card Log	*0121.04.04			
Logbook(s)	*0170.05.02			
MCAAT Checklist	*0193.03.02			
MCAAT Guidebook	*0121.03.10	0170.03.01	*0170.04.03	
MCAP Checklist	*0193.03.02			
MCTFS Problem Sheet	*0171.03.01			
MIPS Eligibility (Accountability) Rosters	*0121.03.08	* 0170.04.03		
Mail Orderly Receipt Log	*0151.10.02			
Mailable article requiring postage	*0161.01.07	*0161.01.12		
Mailroom directory	*0180.04.02	*0193.06.25		
Manpower Sourcing Documents	*0180.01.02			

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ENCLOSURE (5)

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MATERIEL	TASK NUMBERS
Marine Corps Total Force System (MCTFS) Management Reports	*0121.03.03 *0121.05.04 *0151.05.01
Marine Corps Total Force System/Marine Corps Administrative Analysis Team (MCTFS/MCAAT) print outs	*0121.03.10
Marine Corps authorized *0151.08.01 software	*0121.01.01 *0151.07.16 *0151.07.17 *0151.07.18 *0160.03.01 *0160.03.02 *0161.06.01
Marine Corps authorized software updates	*0151.07.18
Message Text Format (MTF) Editor	*0180.05.04
Messages	*0121.02.01 *0151.02.05 *0180.01.03 *0193.01.02
Meter Seal	*0161.01.11
Meter Setting Key	*0161.01.11
Money Order Business Report(s)	*0160.02.01 *0161.01.16
Money Order Voucher	*0161.01.15 *0161.01.18 *0161.01.19
Morning Reports	*0151.10.04
NAVMC 00003, Leave Request	*0170.04.06
NAVMC 00321A, Agreement to Extend Enlistment	*0121.03.02
NAVMC 00604, Combined Individual Clothing Requisition and Issue Slip (Men's)	*0121.04.07 *0151.07.06 *0193.06.19
NAVMC 00604B, Combined Individual Clothing Requisition and Issue Slip (Women's)	*0121.04.07 *0151.07.06 *0193.06.19
NAVMC 00631, Individual Clothing Record (Men's)	*0121.04.07 *0151.07.06 *0193.06.19
NAVMC 00631A, Individual Clothing Record (Women's)	*0121.04.07 *0151.07.06 *0193.06.19

Appendix A to  
ENCLOSURE (5)

MATERIEL	TASK NUMBERS					
NAVMC 10487, Mailroom Inspection Checklist	0160.01.06	0160.02.03	*0161.02.10	0193.06.21		
NAVMC 10572, Mail Directory File Card	*0151.10.04	*0161.04.01				
NAVMC 10974, Directive Review	*0151.02.02	*0151.02.07	*0193.02.01			
Naval Directives	*0151.02.04					
Naval Directives Checklist	*0151.02.04					
OPNAV 1650/3, Personal Award Recommendation	*0193.06.15					
OPNAV 5110/5, Notice of Change of Address	*0151.10.04	*0161.02.07				
OPNAV 5211/9, Disclosure Accounting Form-Record of Disclosure	*0121.03.09	*0151.07.07				
Officer Qualification Record (OQR)	*0180.05.10					
Official Military Personnel File (OMPF)	*0180.01.05					
Official mail	*0151.10.01					
Operational Unit Mailroom	*0151.10.01	*0151.10.02	*0151.10.03	*0151.10.04	*0160.02.03	
	*0160.02.08	*0161.02.10	*0193.06.21	*0193.06.22	*0193.06.25	
Operational military post office	*0160.02.02	*0160.02.04	*0161.01.05	*0161.01.09	*0161.01.10	
	*0161.01.12	*0161.01.16	*0161.01.19	*0161.02.09	*0161.02.12	
	*0161.03.02	*0161.03.03	*0161.05.02	*0161.05.04		
PS Form 1096, Cash receipt	*0161.01.15					
PS Form 1586, Supply Record	*0161.03.01					
PS Form 1590, Supplies and Equipment Receipt	*0160.02.01	*0161.03.01				
PS Form 17, Stamp Requisition	*0161.01.06	*0161.01.08	*0161.01.17	*0161.01.19		
PS Form 3295, Daily Record of Stamps	*0161.01.08					
PS Form 3368, Stamped Credit Examination Record	*0161.01.19	*0161.01.20				



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MATERIEL	TASK NUMBERS
PS Form 3369, Consigned Credit Receipt	*0160.02.01 *0160.02.02 *0161.01.19 *0161.01.20
PS Form 3533, Application and Voucher for Refund of Postage and Fees	*0161.01.07
PS Form 3602-A, Daily Record of Meter Register Readings	*0161.01.11 *0161.02.08
PS Form 3602-PO, Postage *0161.01.11 Collected Through Post Office Meter	*0160.02.02 *0161.01.07 *0161.01.09 *0161.01.10 *0161.01.11
PS Form 3610, Record of Postage Meter Settings	*0161.01.11
PS Form 3801, Standing Delivery Order	*0161.02.07
PS Form 3849, Delivery Notice/Reminder/Receipt	*0161.02.05 *0161.02.07
PS Form 3854, Manifold Registry Dispatch Book	*0161.02.03 *0161.02.04
PS Form 3877, Firm Mailing Book for Accountable Mail	*0161.02.03 *0161.02.05
PS Form 3883, Firm Delivery Book	*0151.10.01 *0161.02.05
PS Form 3907, Post Office Box Mail Pickup Notice	*0161.02.07
PS Form 3977, Duplicate Key Envelope	*0160.02.01 *0161.01.19
PS Form 4686-B, Emergency Supplies Shipping Order	*0161.03.01
PS Form 6019, Military Post Office Report of Money Order Business	*0161.01.15 *0161.01.18
PS Form 7380, Supply Center Requisition	*0161.03.01
PS Form 7381, Requisition for Supplies, Services, or Equipment	*0161.03.01

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MATERIEL	TASK NUMBERS
PS Item 01817C, Tin Band Seal	*0161.02.04
PS Item EP 390B, Envelope	*0161.01.18
PS Item EP-390, Envelope, Registry Jackets Printed	*0161.02.04
PS Label 87, Registered Outside	*0161.02.04
Parcel requiring international parcel post	*0161.01.04
Penalty Mail Stamps	*0161.02.08
Personal mail	*0151.10.02
Postage Meter Machine	*0161.01.07 *0161.01.09 *0161.01.10 *0161.01.11 *0161.02.08
Postal Bulletin with listing of lost or stolen Money Orders	*0161.01.14
Postal Money Order Imprinter	*0161.01.13
Postal Money Orders	*0161.01.16
Process Management	0170.04.04
Promotion period announcement	*0121.04.10
Publications Listing (PL)	*0151.02.02
Published Directives	*0121.02.02 *0193.02.01
Record of Postage Meter Business	*0160.02.01
Registered Mail Log	*0180.04.02 *0193.06.25
Reports	*0180.03.03
Resetting Tool (stylus)	*0161.01.11
Roster of inbound personnel with PCS orders	*0180.05.01
Rough draft of correspondence	*0151.01.03 *0151.07.05
SNCO promotion warrants	*0170.05.02 *0193.06.13

MATERIEL

TASK NUMBERS

SRB/QOR supporting documents \*0121.04.05

Sample Postal Operation Plan \*0160.01.07 \*0161.02.11  
(POP)

Seal Press \*0161.01.11

Service Record Book	*0121.03.08	*0121.04.04	*0121.04.07	*0151.07.06	*0161.05.11
	*0170.03.01	*0170.04.02	*0170.05.03	*0193.03.01	*0193.06.06
	*0193.06.08	*0193.06.09			

Service Record Book	*0121.03.01	*0121.03.03	*0121.03.04	*0121.03.05	*0212.03.06
(SRB)/Officer Qualification	*0121.03.07	*0121.03.09	*0121.03.10	*0121.04.01	*0121.04.02
Record (QOR)	*0121.04.03	*0121.04.05	*0121.04.06	*0121.04.08	*0121.04.09
	*0121.04.12	*0121.05.04	*0121.05.06	*0121.06.02	*0121.07.02
	*0121.07.03	*0151.03.01	*0151.03.03	*0151.03.04	*0151.03.05
	*0151.03.06	*0151.03.07	*0151.04.03	*0151.04.04	*0151.04.06
	*0151.05.01	*0151.06.01	*0151.06.03	*0151.07.07	*0151.07.08
	*0151.07.09	*0151.07.11	*0151.09.01	*0151.09.02	*0151.09.03
	*0151.09.04	*0151.09.07	*0151.09.09	*0170.01.04	*0170.03.03
	*0170.03.04	*0170.03.06	*0170.04.03	*0170.04.05	*0170.04.07
	*0170.05.01	*0170.07.01	*0170.07.03	*0180.01.05	*0180.05.11
	*0180.07.01	*0193.03.02	*0193.05.01	*0193.05.02	*0193.05.03
	*0193.06.05	*0193.06.07	*0193.06.10	*0193.06.12	*0193.06.19
	*0193.06.20	*0193.08.01	*0193.08.03		

Service Record Source	*0121.03.01	*0121.03.04	*0121.03.07	*0121.03.10	*0151.03.01
Documents	*0151.03.04	*0151.03.05	*0151.03.06	*0151.09.04	*0151.09.09
	*0170.01.04	*0170.04.02	*0170.04.05	*0170.05.01	*0180.01.05
	*0180.07.01	*0193.03.02	*0193.05.01	*0193.06.06	*0193.06.09
	*0193.06.12	*0193.08.03			

Source Documents	*0121.04.09	*0121.04.11	*0121.05.02	*0121.05.05	*0121.05.06
	*0121.06.01	*0121.06.02	*0121.07.02	*0121.07.03	*0121.07.04
	*0151.04.01	*0151.04.04	*0151.04.05	*0151.04.06	*0151.05.02
	*0151.05.03	*0151.09.01	*0151.09.02	*0151.09.03	*0151.09.05
	*0151.09.07	*0151.09.08	*0160.01.07	*0160.01.09	*0161.05.01
	*0170.03.03	*0170.03.04	*0170.03.05	*0170.05.04	*0170.07.03
	*0171.02.04	*0171.02.05	*0170.02.07	*0171.02.09	*0171.03.01
	*0171.03.03	*0180.03.02	*0193.04.01	*0193.06.14	*0193.06.19
	*0193.08.01	*0193.08.02			

Special Order \*0151.07.02

Sponsorship application \*0180.05.01

Stamps, stamped paper and  
cash of the fixed/flexible  
credit account \*0161.01.19

Standard United States	*0161.01.01	*0161.01.02	*0161.01.03	*0161.01.04	*0161.01.06
Postal Service (USPS)	*0161.01.07	*0161.01.08	*0161.01.09	*0161.01.10	*0161.01.12
Supplies and Equipment	*0161.01.13	*0161.01.14	*0161.01.15	*0161.01.17	*0161.01.19

Appendix A to  
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MATERIEL	TASK NUMBERS					
	*0161.01.20	*0161.02.01	*0161.02.02	*0161.02.03	*0151.02.04	
	*0161.02.05	*0161.02.06	*0161.02.07	*0161.02.08	*0161.04.01	
	*0161.04.03	*0161.05.01	*0161.05.02	*0161.05.06		
Statistical Sheet	*0161.05.10					
Status of Forces Agreement (SOFA)	*0160.01.03					
Survivor Benefit Plan informational handouts	*0193.06.07					
System Generated Diskette containing automated MCTFS processing data for deployed units.	*0171.02.09					
System Generated Report	*0171.02.06					
Table of Organization (T/O)	*0170.01.01	*0193.06.01				
Temporary Additional Duty (TAD) Orders	*0151.07.03	*0151.10.04				
Tour II Message	*0170.01.01					
Troop List	*0170.01.01					
Type Transaction Code (TTC)	*0171.02.08					
Typewriter	0121.03.01	0121.03.08	0151.07.02	0151.07.08	0193.06.16	
USPS Forms listed in the Postal Operations Manual (POM)	*0161.05.01					
Unit Diary	*0121.03.01	*0121.03.05	*0121.04.08	0121.05.01	*0170.03.05	
	*0170.04.05	*0170.04.07	*0170.05.01	0180.03.02	*0180.05.10	
	*0180.05.11	*0193.03.02	*0193.05.01	*0193.06.02	*0193.06.05	
	*0193.06.08	*0193.06.09	*0193.06.10	*0193.06.12		
Unit Diary Management Reports	*0121.05.03	*0151.05.04				
Unit Diary Marine Integrated Personnel System (UDMIPS)	*0180.05.04					
Unit Diary diskette	*0171.02.03					
Unit Punishment Book (UPB) Binder with completed UPB sheet	*0151.06.02	*0180.03.02	*0193.06.11			

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MMATERIEL	TASK NUMBERS
Unit Roster	*0121.04.10
Valid Military ID Card	*0121.04.04
Wire cutters	*0161.01.11

Appendix A to  
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CURRENT MCI PUBLICATIONS

DOES NOT APPLY TO THIS ORDER.

Appendix B to  
ENCLOSURE (5)

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AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

Appendix C to  
ENCLOSURE (5)

5-C-1

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REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

REFERENCES	TASK NUMBERS
7 Habits of Highly Successful People by Covey	0180.04.07 0193.06.24
AIRS Checklist (IGMC)	0180.04.04
Any Source Document from Higher Headquarters	0171.01.01
Appellate Leave Order	0180.05.07
Appropriate equipment operating instructions	0121.01.01 0121.01.02 0121.01.03 0151.08.01 0160.03.01 0160.03.02 0161.06.01 0161.06.03. 0171.02.02 0171.04.01 0171.04.02 0171.04.03
Appropriate equipment/software/operating instructions	0151.01.01
Computer Security Manual	0171.03.02
Foreign Area Clearance Guide	0151.07.04
Integrated Retail Terminal (IRT) Instruction Manual	0161.01.12
Local Directives in the 5510 series	0180.04.05
Local Message Distribution System (MDS) Users Guide	0180.01.03
Local SOP and locally procured user/reference manuals	0151.07.12 0151.07.13 0151.07.15 0151.07.18
Locally procured user/reference manuals	0151.07.14

Appendix D to  
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REFERENCES	TASK NUMBERS			
MPSA Postal Activity Reporting System (PARS) Reporting Letter of Instruction (LOI)	0161.05.10			
Manual for Courts-Martial United States 1984, current edition	0151.06.01 0180.05.02	0151.06.02 0180.05.12	0151.06.03 0193.06.11	0180.03.02
Marine Corps Administrative Analysis Team Checklist	0180.04.04			
Marine Corps Equal Opportunity Manual	0180.04.01			
Message Text Format (MTF) Editor's Users Manual	0151.07.11			
Personnel Administration Advisories	0170.03.01			
Programming Manuals	0171.02.01			
Security Manager's Handbook, published by the Office of Naval Intelligence	0151.07.10			
The Marine Corps Officer's Guide	0180.04.03			
The One Minute Manager	0180.04.07	0193.06.24		
Users' Guides/Instructions/Manuals	0121.05.01	0121.05.02	0121.05.05	0151.05.02
	0151.08.02	0151.08.03	0160.03.02	0160.03.04
	0161.06.02	0161.06.03	0170.06.01	0170.06.02
	0171.02.02	0171.04.01	0171.04.02	0171.04.03
	0180.06.01	0180.06.02	0180.06.03	0193.07.01
	0193.07.02	0193.07.03		
Vendor specific user/reference manuals	0151.07.12	0151.07.13	0151.07.15	0151.07.16
	0151.07.17	0151.07.18		
ALMAR, All Marine Corps Activities	0121.06.01	0121.06.05		
BUMEDINST 5360.1, Decedent Affairs Manual	0180.04.06			
BUMEDINST 6230.15, Immunizations and Chemoprophylaxis	0151.07.04			
CMS 6, Secure Telephone Unit Third Generation (STU-III) Communication Security Material Management Manual	0151.07.10			
DFAS-KC 5200.22, Video Inquiry System Users Manual	0121.03.09	0121.05.01	0121.05.04	0151.05.01
	0151.08.02	0151.08.03	0160.03.03	0160.03.04
	0161.06.02	0161.06.03	0170.06.02	0170.06.03
	0171.04.02	0171.04.03	0180.06.02	0180.06.03
	0193.04.02	0193.07.02	0193.07.03	0193.07.04

Appendix D to  
ENCLOSURE (5)

REFERENCES	TASK NUMBERS			
DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)	0121.03.06 0121.06.01 0151.03.03 0170.03.01 0170.05.03 0193.05.01	0121.03.07 0121.06.02 0151.03.04 0170.04.05 0180.05.07 0193.05.02	0121.03.10 0121.06.05 0151.04.03 0170.04.06 0180.07.01 0193.05.03	0121.01.12 0151.03.01 0151.01.05 0170.05.01 0193.03.02 0193.06.06
DFAS-KC 7220.45-R, Bond and Allotment Manual	0121.06.01 0151.04.05 0193.05.01	0121.06.02 0151.04.06	0121.06.03 0151.09.01	0212.06.04 0170.05.01
DMM, Domestic Mail Manual	0161.01.01 0161.01.07 0161.01.14 0161.02.05 0161.04.01	0161.01.02 0161.01.09 0161.01.16 0161.02.09 0161.04.02	0161.01.04 0161.01.12 0161.02.01 0161.02.11 0161.05.01	0161.01.05 0161.01.13 0161.02.02 0161.02.12 0161.05.02
DOD 4525.6-M, VOL I, Department of Defense Postal Manual	0160.01.01 0160.01.05 0160.01.09 0160.02.04 0160.02.08 0160.01.04 0161.01.08 0161.01.13 0161.01.17 0161.02.01 0161.02.09 0161.04.01 0161.05.04 0161.05.08 0161.05.12	0160.01.02 0160.01.06 0160.01.10 0160.02.05 0161.01.01 0161.01.05 0161.01.09 0161.01.14 0161.01.18 0161.02.02 0161.02.11 0161.05.01 0161.05.09 0161.02.09	0160.01.03 0160.01.07 0160.02.01 0160.02.06 0161.01.02 0161.01.06 0161.01.10 0161.01.15 0161.01.19 0161.02.03 0161.02.12 0161.05.02 0161.05.06 0161.05.10	0160.01.04 0160.01.08 0160.02.02 0160.02.07 0161.01.03 0161.01.07 0161.01.11 0161.01.16 0161.01.20 0161.02.04 0161.02.13 0161.05.03 0161.05.07 0161.05.11
DOD 4525.6-M, VOL II, Department of Defense Postal Manual	0151.10.01 0160.01.03 0160.02.03 0160.02.01 0161.02.06 0161.02.11 0161.04.03 0180.04.02	0151.10.02 0160.01.05 0160.02.05 0161.02.02 0161.02.07 0161.02.12 0161.05.05 0193.06.21	0151.10.03 0160.01.10 0161.01.16 0161.02.03 0161.02.09 0161.04.01 0161.05.06 0193.06.22	0151.10.04 0160.02.02 0161.01.18 0161.02.05 0161.02.10 0161.04.02 0161.05.07 0193.06.25
DOD 4525.6-STD, Transit Time Information System for Military Mail (TTISMM)	0161.05.03			
DOD 4525.6C, Department Of Defense Postal Supply Catalog	0160.02.01 0161.03.01	0160.02.02 0161.03.02	0160.02.04	0161.01.19
DOD 4525.6H, Mail Distribution Instruction and Labeling Handbook	0161.02.01	0161.02.04	0161.02.12	
DOD 4525.8-M, Department of Defense Official Mail Manual	0160.01.10 0161.02.12	0161.02.08	0161.02.09	0161.02.11

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REFERENCES	TASK NUMBERS			
DODFMR, Department of Defense Financial Management Regulation	0121.03.06 0121.06.05 0151.04.06 0170.03.03 0170.05.03 0193.05.02	0121.03.07 0151.03.03 0151.07.04 0170.03.04 0180.07.01 0193.05.03	0121.06.01 0151.03.04 0151.09.01 0170.04.07 0193.03.02 0193.06.02	0121.06.02 0151.04.05 0170.03.01 0170.05.01 0193.05.01 0193.06.14
FMFM 3-1, Command and Staff Action	0170.01.03 0180.05.06	0180.01.01 0180.05.15	0180.01.03 0193.01.01	0180.04.06
GPO STYLE MANUAL, Government Printing Office Style Manual	0180.01.01	0193.01.01	0193.02.03	
IMM, International Mail Manual	0161.01.03 0161.02.01	0161.01.04 0161.02.11	0161.01.05 0161.05.01	0161.01.12 0151.05.02
IRM 5239-06, Data Access Security	0193.07.04			
JAGINST 5800.7, Manual of the Judge Advocate General	0151.06.01 0180.05.13	0151.06.03 0180.05.14	0180.05.05 0193.06.11	0180.05.12
JFTR, Joint Federal Travel Regulation, Vol I	0121.04.12 0151.04.05 0151.09.01 0170.07.01 0193.06.03	0121.06.01 0151.04.06 0170.03.01 0193.03.02	0121.06.02 0151.07.03 0170.04.07 0193.05.01	0121.06.05 0151.07.04 0170.05.01 0193.06.02
MANMED, Manual of the Medical Department (MANMED)	0121.04.08	0151.06.01		
MARADMIN, Marine Administrative Message	0121.06.01	0121.06.05		
MCBUL 1001 SERIES, Marine Corps Bulletin (Officer Retention Boards)	0180.04.01			
MCBUL 10120 SERIES, Marine Corps Bulletin (Clothing Allowance for Enlisted Personnel)	0121.04.07	0151.07.06	0193.06.19	
MCBUL 1040 SERIES, Marine Corps Bulletin (Enlisted to Warrant Program)	0180.04.01			
MCBUL 1430 SERIES, Marine Corps Bulletin (Promotions)	0121.03.08 0193.06.08	0151.03.07	0170.04.01	0180.05.03
MCBUL 1650 SERIES, Marine Corps Bulletin (Awards)	0180.05.06			
MCBUL 1900 SERIES, Marine Corps Bulletin (Separations)	0180.05.07	0193.06.06		
MCO 10110.47, Basic Allowance for Subsistence	0121.04.04 0151.03.02	0121.04.13 0170.05.02	0121.06.01 0193.05.01	0121.06.05 0193.06.13

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REFERENCES	TASK NUMBERS				
MCO 1050.16, Appellate Leave While Awaiting Punitive Separation	0170.04.06	0193.06.18			
MCO 1130.57, Enlistment Bonus Program	0180.05.03				
MCO 1306.2, Assignment to Marine Security Guard Duty with the Department of State's Foreign Service Establishments	0151.07.04	0151.07.06	0170.04.07	0193.06.02	
MCO 1320.11, Marine Corps Personnel Sponsorship Program	0151.07.04	0180.05.01			
MCO 1326.5, Automated Order Writing Process (AOWP)	0151.04.07 0193.06.03	0151.07.04	0170.04.07	0193.06.02	
MCO 1326.6, Selection, Screening, and Preparation of Enlisted Marines for Assignment to Drill Instructor, Recruiter, and Independent Duty	0151.07.04 0193.06.03	0151.07.06	0170.04.07	0193.06.02	
MCO 1326.7, HMX-1 Screening Order	0151.07.04				
MCO 1510.53, ITS Standards for OccFld 01 Personnel and Administration	0180.04.07				
MCO 1560.28B, Veteran's Educational Assistance Benefits	0121.06.01 0151.04.06	0121.06.02 0151.09.01	0121.06.05 0170.05.01	0151.04.05 0193.05.01	
MCO 1610.11, Performance Evaluation Appeals	0170.01.04	0180.01.05			
MCO 1650.19, Administrative and Issue Procedures for Decorations, Medals and Awards	0151.07.05 0193.06.15	0170.03.06	0180.04.01	0180.05.06	
MCO 1740.13, Special Power of Attorney/Child Care Plan	0193.03.02				
MCO 1770.2, NOE Benefits for Members of the USMCR	0121.07.03	0151.09.07	0170.07.01	0193.08.01	
MCO 4600.40, Government Travel Charge Card Program	0151.07.03	0170.04.07	0170.05.02	0193.06.03	
MCO 4650.30, Port Call Procedures Applicable to the Movement of Marine Corps-Sponsored Passenger Traffic Between CONUS and Overseas Areas	0151.07.04				
MCO 5040.6, Mission Tasks and Inspection/Oversight Procedures for the Inspector General	0180.04.04				

MCO 1510.53C  
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REFERENCES	TASK NUMBERS			
MCO 5210.11, Records Management Program for the Marine Corps	0151.02.01 0180.02.02	0151.02.02 0180.03.03	0170.02.01 0193.01.02	0180.02.01 0193.02.02
MCO 5214.2, Marine Corps Information Requirements (Reports) Management Program	0180.03.03	0180.03.04	0193.06.17	
MCO 5215.12, Managing and Maintaining Navy Directives Files and Establishing "Must Hold" Lists	0151.02.04	0180.02.02	0193.02.01	
MCO 5216.19, Administrative Action (AA) Form, <a href="#">NAVMC 10274</a>	0151.01.03	0170.01.03	0180.01.01	0193.01.01
MCO 5311.1, Table of Organization Management Procedures	0170.01.01	0180.01.02		
MCO 5510.15, Control of Security and Access to Property and Places Under Military Command	0151.07.10			
MCO 5512.4, No-Fee Passport	0151.07.04	0170.04.07	0193.06.02	0193.06.03
MCO 5521.3, Personnel Security Investigations, Security Clearances, and Access	0151.07.10			
MCO 6000.1, Tricare Family Member Dental Plan	0121.06.01 0151.04.06	0121.06.02 0170.05.01	0121.06.05 0193.05.01	0151.04.05
MCO 7130.1, Issuance/Modification of Permanent Change of Station (PCS) Travel Orders by Field Commands	0151.07.04			
MCO 7220.12, Special Duty Assignment Pay Program	0121.06.01 0151.04.06	0121.06.02 0151.09.01	0121.06.05 0170.05.01	0151.04.05 0193.05.01
MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy	0121.06.01 0151.04.06 0193.05.01	0121.06.02 0151.07.04 0193.06.02	0121.06.05 0170.04.07	0151.04.05 0171.05.01
MCO 7220.24, Selective Reenlistment Bonus (SRB) Program	0121.06.01 0151.04.06	0121.06.02 0170.05.01	0121.06.05 0193.05.01	0151.04.05
MCO 7220.52, Foreign Language Proficiency Pay (FLPP) Program	0121.06.01 0151.04.06	0121.06.02 0151.09.01	0121.06.05 0170.05.01	0151.04.05 0193.05.01
MCO 7303.17, Fiscal Accounting for TAD Transportation When Procured With Government Transportation Request	0193.06.03			
MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)	0121.04.03 0151.04.01 0151.07.02	0121.06.01 0151.04.05 0151.07.03	0121.06.02 0151.04.06 0151.07.04	0212.06.05 0151.04.07 0151.07.08

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	0151.09.01	0161.03.03	0170.01.03	0170.02.02
	0170.04.05	0170.04.06	0170.04.07	0170.05.01
	0180.01.01	0180.02.03	0180.03.02	0193.01.01
	0193.01.02	0193.03.02	0193.05.01	0193.06.01
	0193.06.02	0193.06.03	0193.06.05	0193.06.06
	0193.06.09	0193.06.12	0193.06.18	
MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)	0121.07.01	0121.07.02	0121.07.03	0121.07.04
	0151.09.07	0151.09.08	0151.09.09	0170.07.02
	0170.07.03	0180.01.04	0193.08.01	0193.08.02
	0193.08.03			
MCO P10110.14, Food Service Standing Operating Procedures (SOP)	0121.06.02	0151.04.05	0151.04.06	0151.09.01
	0170.05.01	0193.05.01		
MCO P10120.28, Individual Clothing Regulations	0121.04.07	0151.07.06	0193.06.19	
MCO P1040.31, Enlisted Career Planning and Retention Manual	0121.03.02			
MCO P1040R.35, Marine Corps Reserve Career Planning Guide	0121.03.02			
MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence	0121.04.03	0151.07.04	0151.07.08	0170.04.06
	0193.06.02	0193.06.03	0193.06.06	0193.06.18
MCO P1070.12, Individual Records Administration Manual (IRAM)	0121.01.03	0121.03.01	0121.03.02	0121.03.03
	0121.03.04	0121.03.05	0121.03.09	0121.03.10
	0121.04.01	0121.04.02	0121.04.06	0121.04.08
	0121.04.10	0121.04.11	0121.04.12	0121.05.04
	0121.06.01	0121.06.02	0121.06.05	0121.07.02
	0151.01.03	0151.03.01	0151.03.05	0151.03.06
	0151.04.01	0151.04.03	0151.04.05	0151.04.06
	0151.05.01	0151.06.01	0151.06.02	0151.06.03
	0151.07.07	0151.07.09	0151.09.01	0151.09.02
	0151.09.03	0151.09.04	0151.09.09	0170.01.03
	0170.01.04	0170.03.01	0170.03.02	0170.03.06
	0170.04.01	0170.04.02	0170.04.03	0170.04.05
	0170.04.07	0170.05.01	0170.05.03	0170.07.03
	0180.01.01	0180.01.05	0180.03.01	0180.03.02
	0180.05.04	0180.05.05	0180.05.06	0180.05.07
	0180.05.10	0180.05.11	0193.01.01	0193.03.01
	0193.03.02	0193.05.01	0193.06.02	0193.06.03
	0193.06.04	0193.06.05	0193.06.06	0193.06.07
	0193.06.08	0193.06.09	0193.06.10	0193.06.12
	0193.06.15	0193.06.16	0193.06.20	0193.08.03
MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)	0121.03.01	0121.03.05	0121.03.10	0121.04.12
	0121.05.02	0121.05.02	0121.05.04	0121.05.05
	0121.05.06	0121.06.01	0121.06.02	0121.06.05
	0121.03.01	0121.03.05	0151.04.02	0151.04.05
	0151.04.06	0151.05.01	0151.05.02	0151.05.04

REFERENCES	TASK NUMBERS			
	0151.09.01	0151.09.02	0151.09.03	0151.09.05
	0151.09.06	0170.03.01	0170.03.02	0170.03.05
	0170.04.07	0170.05.01	0180.03.01	0193.03.02
	0193.04.01	0193.04.02	0193.05.01	0193.06.02
	0193.06.03	0193.06.05	0193.06.06	0193.06.16
MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual	0171.01.01	0171.01.02	0171.01.03	0171.02.01
	0171.02.02	0171.02.03	0171.02.04	0171.02.05
	0171.02.06	0171.02.07	0171.02.08	0171.02.09
	0171.02.10	0171.03.01	0171.03.02	0171.03.03
	0171.03.04	0171.03.05		
MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)	0121.03.01	0121.03.03	0121.03.05	0121.03.07
	0121.03.09	0121.03.10	0121.04.01	0121.04.02
	0121.04.08	0121.04.10	0121.04.11	0121.04.12
	0121.05.01	0121.05.02	0121.05.03	0121.05.04
	0121.05.05	0121.05.06	0121.06.01	0121.06.02
	0121.06.05	0121.07.01	0121.07.02	0121.07.03
	0121.07.04	0151.03.01	0151.03.03	0151.03.04
	0151.03.05	0151.04.01	0151.04.03	0151.04.05
	0151.04.06	0151.04.07	0151.05.01	0151.05.02
	0151.05.03	0151.05.04	0151.06.01	0151.06.02
	0151.06.03	0151.07.03	0151.07.07	0151.07.11
	0151.08.02	0151.08.03	0151.09.01	0151.09.05
	0151.09.06	0151.09.07	0151.09.08	0151.09.09
	0160.03.03	0160.03.04	0161.06.02	0161.06.03
	0170.01.04	0170.03.01	0170.03.02	0170.03.03
	0170.03.04	0170.03.05	0170.03.06	0170.04.01
	0170.04.02	0170.04.03	0170.04.05	0170.04.06
	0170.04.07	0170.05.01	0170.05.03	0170.06.02
	0170.06.03	0170.07.01	0170.07.02	0170.07.03
	0171.02.03	0171.02.04	0171.02.05	0171.02.06
	0171.02.07	0171.03.01	0171.03.03	0171.03.04
	0171.04.02	0171.04.03	0180.01.04	0180.01.05
	0180.03.02	0180.05.04	0180.05.07	0180.05.10
	0180.05.11	0180.06.02	0180.06.03	0193.03.01
	0193.03.02	0193.04.01	0193.04.02	0193.05.01
	0193.05.02	0193.05.03	0193.06.01	0193.06.02
	0193.06.03	0193.06.04	0193.06.05	0193.06.06
	0193.06.08	0193.06.09	0193.06.10	0193.06.12
	0193.06.18	0193.06.20	0193.07.02	0193.07.03
	0193.07.04	0193.08.01	0193.08.02	0193.08.03
MCO P11000.16, Real Property Facilities Manual, Volume I	0121.04.08	0151.06.01		
MCO P1200.7, Military Occupational Specialty (MOS) Manual	0121.01.02	0151.01.01	0193.06.01	
MCO P1300.8, Marine Corps Personnel Assignment Policy	0151.07.04	0170.01.01	0170.04.07	0193.06.01
	0193.06.02	0193.06.03		
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REFERENCES	TASK NUMBERS			
MCO P1400.31, Marine Corps Promotion Manual (MARCORPROMMAN), Vol 1, Officer Promotions (OFFPROM)	0180.05.03			
MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions	0121.03.08 0151.04.01 0170.05.02 0180.05.05	0121.04.10 0170.01.04 0180.01.05 0193.06.08	0121.04.11 0170.04.01 0180.04.01 0193.06.09	0151.03.07 0170.04.02 0180.05.03 0193.06.13
MCO P1610.7, Performance Evaluation System (PES)	0151.04.01 0193.06.10	0151.04.02 0193.06.16	0180.03.01	0193.06.09
MCO P1741.11, Survivor Benefit Plan	0151.04.03	0180.05.07	0180.05.11	0193.06.07
MCO P1741.8, Government Life Insurance Manual	0121.06.01 0151.04.06 0193.05.01	0121.06.02 0151.09.01	0121.06.05 0170.05.01	0151.04.05 0180.07.01
MCO P1751.3, Basic Allowance for Housing (BAH)	0121.04.08 0151.04.05 0170.05.01	0121.06.01 0151.04.06 0180.07.01	0121.06.02 0151.06.01 0193.05.01	0121.06.05 0151.09.01 0193.06.14
MCO P1754.4, Exceptional Family Member Program	0193.06.02			
MCO P1754.5, Transition Assistance Program (TAP) Standing Operating Procedures (SOP)	0193.06.06			
MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)	0121.04.12 0121.06.05 0151.04.05 0151.09.09 0170.05.01 0180.05.07 0193.06.02 0193.06.07	0121.04.13 0121.07.02 0151.04.06 0170.01.04 0170.05.02 0180.05.10 0193.06.03 0193.06.09	0121.06.01 0151.03.02 0151.06.03 0170.04.05 0170.07.03 0180.05.11 0193.06.05 0193.06.13	0121.06.02 0151.04.03 0151.09.01 0170.04.07 0180.01.05 0193.05.01 0193.06.06 0193.08.03
MCO P3000.15, Manpower Unit Deployment Program Standing Operating Procedures (Manpower UDP SOP)	0121.06.01 0151.04.06	0121.06.02 0170.04.07	0121.06.05 0170.05.01	0151.04.05 0193.05.01
MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)	0151.07.11	0180.04.06	0180.05.04	0193.06.20
MCO P4050.38, Personal Effects and Baggage Manual	0121.04.08	0151.06.01		
MCO P4400.150, Consumer Level Supply Policy Manual	0121.04.13 0193.06.13	0151.03.02	0170.05.02	0170.05.03
MCO P4400.82, Regulated/Controlled Item Management Manual	0121.04.04			



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REFERENCES	TASK NUMBERS			
MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)	0121.04.12	0121.06.01	0121.06.02	0121.06.05
	0151.04.03	0151.04.05	0151.04.06	0151.07.03
	0151.07.04	0151.09.01	0170.04.05	0170.04.07
	0170.05.01	0170.07.01	0193.03.02	0193.05.01
	0193.06.02	0193.06.03		
MCO P5000.14, Marine Corps Administrative Procedures (MCAP)	0121.02.01	0121.03.06	0121.04.05	0121.04.08
	0121.04.13	0151.02.01	0151.02.02	0151.02.04
	0151.02.05	0151.03.02	0151.03.03	0151.04.06
	0151.06.01	0151.06.02	0151.06.03	0170.03.04
	0170.01.02	0170.03.01	0170.03.03	0710.05.01
	0170.05.02	0170.05.03	0180.02.02	0180.04.04
	0180.04.07	0193.01.02	0193.02.01	0193.02.02
	0193.03.02	0193.05.01	0193.05.02	0193.05.03
	0193.06.02	0193.06.03	0193.06.04	0193.06.10
	0193.06.11	0193.06.13	0193.06.24	
MCO P5110.4, The Marine Corps Official Mail Program	0151.10.01	0160.01.06	0160.01.10	0160.02.03
	0160.02.05	0161.02.08	0161.02.08	0161.02.10
	0161.02.11	0161.02.12	0161.05.07	0180.04.02
	0193.06.21	0193.06.25		
MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms	0151.10.01	0151.10.02	0151.10.03	0151.10.04
	0160.01.06	0160.01.10	0160.02.03	0160.02.05
	0161.02.10	0161.02.11	0161.05.07	0180.04.02
	0193.06.21	0193.06.22	0193.06.25	
MCO P5211.2, The Privacy Act of 1974	0121.03.09	0121.04.01	0151.02.01	0151.07.07
	0151.10.04	0180.03.04	0193.02.02	0193.03.01
	0193.06.17			
MCO P5215.1, Marine Corps Directives System	0121.02.02	0151.02.02	0151.02.03	0151.02.07
	0180.02.02	0193.02.01	0193.02.03	
MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals	0121.04.05	0121.04.08	0121.04.09	0121.04.10
	0121.04.11	0121.04.13	0151.03.02	0151.04.04
	0151.06.01	0170.04.02	0170.04.05	0170.05.02
	0170.05.04	0180.05.04	0193.06.09	0193.06.13
	0193.06.14	0193.06.20	0193.06.09	
	0193.06.13	0193.06.14	0193.06.20	
MCO P5600.31, Marine Corps Publication and Printing Regulations	0151.02.02	0151.02.03	0180.02.02	0193.01.01
	0193.02.01			
MCO P5720.56, Availability to the Public of USMC Records	0151.01.02			
MCO P5800.16, Legal Administration Manual (LEGADMINMAN)	0121.04.08	0151.04.01	0151.06.01	0151.06.02
	0151.06.03	0170.05.03	0180.03.02	0180.05.02
	0180.05.05	0180.05.07	0180.05.12	0180.05.13
	0193.06.09	0193.06.10	0193.06.11	0193.06.14

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REFERENCES	TASK NUMBERS			
MCTFS MANUAL, Marine Corps Total Force System Manual	0121.03.10			
MIPS, Marine Integrated Personnel System Users Guide	0121.05.01 0171.04.03	0151.07.11	0160.03.04	0161.06.03
MSTP, Marine Air Ground Task Force (MAGTF) Staff Training Program	0180.05.15			
MTF, United States Message Text Format (MTF) Joint Users Handbook	0121.01.03	0151.01.03	0170.01.03	0180.01.01
NAVAL MESSAGES, Travel Advisory Notice (TAN), Station Allowance Advisory Notice (SAAN), Systems Assurance Officer Advisory (SAO), Disbursing Advisory (DA)	0121.06.01	0121.06.05		
NAVMC 2691, Drill and Ceremonies Manual	0180.04.03			
NAVMC 2761, Catalog of Publications	0151.01.03	0151.02.02	0180.02.02	
NAVMILPERSINST, 4650.2, Promulgation of the Navy Passenger Transportation Manual	0151.07.04			
NAVPERS 15560, Navy Personnel Manual	0121.04.06			
NAVSUP 600D, Navy Logistics Library	0151.02.04	0180.02.02	0193.02.01	
NTP 3, Naval Telecommunications Users Manual	0121.01.03 0180.01.01	0151.01.02 0193.01.01	0151.01.03	0170.01.03
OPNAVINST 1710.7, Department of Navy Social Usage and Protocol Handbook	0180.04.03			
OPNAVINST 5112.6, Department of the Navy Postal Instructions	0160.01.05 0160.02.04 0161.02.11 0161.05.06 0161.05.12	0160.01.09 0160.02.06 0161.04.01 0161.05.07	0160.01.10 0160.02.07 0161.04.02 0161.05.09	0160.02.02 0161.01.20 0161.04.03 0161.05.11
OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation	0151.01.02	0151.07.10	0180.04.05	
OPNAVNOTE 5400, Standard Naval Distribution List (SNDL), Parts 1 & 2	0151.02.04	0180.02.02	0193.02.01	
PAA, Personnel Admin Advisory	0171.03.03			
PAAN, Pay and Allowance Advisory Notice	0171.03.03			
POM, Postal Operations Manual	0161.02.01	0161.02.11	0161.05.02	

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REFERENCES	TASK NUMBERS			
PS FORM 3533, Application and Voucher for Refund of Postage and Fees	0161.01.07			
SAAN, Station Allowance Advisory Notice	0171.03.03			
SALTS MANUAL, Streamline Automated Logistic Transmission System Manual	0171.02.09			
SAO, Systems Assurance Officer Advisory	0171.03.03			
SECNAVINST 1640.9, Department of the Navy Corrections Manual	0180.05.05			
SECNAVINST 1650.1, Navy and Marine Corps Awards Manual	0121.04.02 0193.06.15	0151.07.05	0170.03.06	0180.05.06
SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	0121.01.03 0170.02.01 0193.01.01	0151.01.03 0180.01.01 0193.02.01	0151.02.01 0180.02.01 0193.02.02	0170.01.03 0180.02.02 0193.02.03
SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual	0151.02.01 0171.01.03	0170.02.01 0171.02.04	0171.01.01 0180.02.01	0170.01.02 0193.02.02
SECNAVINST 5215.1, Department of the Navy Directives Issuance System	0151.02.04	0180.02.02	0193.02.01	
SECNAVINST 5216.5, Department of the Navy Correspondence Manual	0121.01.02 0151.01.03 0180.05.02 0193.02.03	0121.01.03 0170.01.03 0180.05.09	0151.01.01 0171.01.02 0193.01.01	0151.01.02 0180.01.01 0193.01.03
SECNAVINST 5720.44A, Department of the Navy Public Affairs Policy and Regulations	0151.02.06			
SECNAVINST 5724.3, Instructions and Policy Concerning Fleet Hometown News Program	0151.02.06			
SECNAVINST 5730.5, Procedures for the Handling of Naval Legislative Affairs and Congressional Relations	0193.01.03			
SL-8-09993A, Marine Corps Stock List of Blank Forms	0121.04.04 0170.05.02	0121.04.05 0193.06.13	0121.04.13	0151.03.02
SOP, Standing Operating Procedures	0151.07.14 0180.05.15	0151.07.19 0193.01.02	0170.04.08 0193.06.23	0180.05.08
TAN, Travel Advisory Notice	0171.03.03			
UD, Unit Diary	0121.05.01			

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REFERENCES	TASK NUMBERS			
UD/MIPS USER'S GUIDE, Unit Diary/Marine Integrated Personnel System User's Guide	0151.07.01 0193.07.03	0151.08.03	0170.06.02	0180.06.03
UM-MCPDS 5605, Marine Corps Publications Distribution System	0151.02.02	0151.08.02		
USN PLAD 1, United States Navy Plain Language Address Dictionary	0170.01.03	0171.01.02	0180.01.01	0193.01.01
USPS NOTICE 123, Ratefold (Postage Rates)	0161.01.01	0161.01.02	0161.01.05	
USPS POSTER 51, International Postal Rates and Fees	0161.01.04	0161.01.05		
USPS PUBLICATION 223, Directives and Forms Catalog	0161.01.19			
USPS PUBLICATION 247, USPS Material Management Equipment & Supply Catalog	0161.01.19			

Appendix D to  
ENCLOSURE (5)

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, Grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. REFERENCES. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

g. INITIAL TRAINING SETTING. All ITSs are assigned an Initial Training Setting that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).

h. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(\*).

i. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

j. CURRENT MCI(S) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

ENCLOSURE (6)

MOS 0121, PERSONNEL CLERK

DUTY AREA 01 - CORRESPONDENCE

TASK: 0121.01.01 OPERATE END USER COMPUTER EQUIPMENT (EUCE)

CONDITION(S): Given EUCE, software, and the references.

STANDARD(S): Per Users Guide/Instructions/Manuals.

PERFORMANCE STEPS:

1. Determine the type of EUCE hardware required.
2. Demonstrate EUCE hardware.
3. Demonstrate type of EUCE software required.
4. Demonstrate EUCE software.
5. Set up activation of system.

REFERENCE(S):

1. Appropriate equipment operating instructions

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command Information Systems Management Officer (ISMO) and the Manpower Information Systems Support Office (MISSO).

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
2. \* Marine Corps authorized software

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TASK: 0121.01.02 TYPE DRAFTED MATERIAL

CONDITION(S): Given drafted material, end user computer equipment (EUCE), blank form/paper, typing instructions, and appropriate references.

STANDARD(S): At a speed of 25 words per minute, without error, per SECNAVINST 5216.5 and MCO P1200.7.

PERFORMANCE STEPS:

1. Operate EUCE.
2. Utilize appropriate MC standard software packages.
3. Create document.

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4. Edit document.
5. Print document.

REFERENCE(S):

1. Appropriate equipment operating instructions
2. MCO P1200.7, Military Occupational Specialty (MOS) Manual
3. SECNAVINST 5216.5, Department of the Navy Correspondence Manual

ADMINISTRATIVE INSTRUCTIONS: While error-free is the standard desired, errors are anticipated and should be used to determine remedial training. Operating instructions and additional administrative guidance may be provided by the unit/command Personnel Chief/Admin Chief, Information Systems Management Officer (ISMO) and the Manpower Information Systems Support Office (MISSO).

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* General office supplies
- 

TASK: 0121.01.03 TYPE NAVAL CORRESPONDENCE

CONDITION(S): Given EUCE, general office supplies, a rough draft, and references.

STANDARD(S): Error free, per applicable references.

PERFORMANCE STEPS:

1. Assign the correct Standard Subject Identification Code (SSIC).
2. Utilize MCO P1070.12 for abbreviations in correspondence.
3. Prepare correspondence for signature:
  - a. Prepare a standard letter.
  - b. Prepare a new page endorsement.
  - c. Prepare a same page endorsement.
  - d. Prepare a business letter.
  - e. Prepare an administrative action form.
  - f. Prepare a naval message.
4. Review correspondence for accuracy.

- a. Ensure format is correct.
  - b. Ensure spelling is correct.
  - c. Ensure grammar is correct.
  - d. Ensure there are no mathematical or numbering errors.
  - e. Ensure there are clear, concise sentences.
5. Submit correspondence for editing.
  6. Make necessary corrections.
  7. Submit for signature.

REFERENCE(S):

1. Appropriate equipment operating instructions
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MTF, United States Message Text Format (MTF) Joint Users Handbook
4. NTP 3, Naval Telecommunications Users Manual
5. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
6. SECNAVINST 5216.5, Department of the Navy Correspondence Manual

ADMINISTRATIVE INSTRUCTIONS: While error-free is the standard desired, errors are anticipated and should be used to determine remedial training.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
2. \* General office supplies

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ENCLOSURE (6)



DUTY AREA 02 - FILES AND DIRECTIVES

TASK: 0121.02.01 ROUTE CORRESPONDENCE AND MESSAGES

CONDITION(S): Given letters, memoranda, local Standing Operating Procedures (SOP), and messages for processing.

STANDARD(S): Per local SOP and MCO P5000.14.

PERFORMANCE STEPS:

1. Receive correspondence/messages.
2. Determine action required.
3. Make log entry to document receipt and section responsible for action.
4. Route correspondence/messages to appropriate section.
5. Monitor to ensure action is completed by required deadline.

REFERENCE(S):

1. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS: Route per local SOP.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Correspondence requiring processing
2. \* General office supplies
3. \* Messages

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TASK: 0121.02.02 INCORPORATE CHANGES TO DIRECTIVES

CONDITION(S): Given a requirement to update directives upon receipt of published directives, general office supplies, and references.

STANDARD(S): Per the instructions contained in the change and MCO P5215.1.

PERFORMANCE STEPS:

1. Receive published change(s).
2. Follow guidance per directive change.
3. File page changes, as required.
4. Make pen and ink changes, as required.

5. Make change notation on promulgation page for letter-type directives/bulletins.
6. Complete Record of Change page in manual-type directives.
7. Verify list of effective pages, if applicable.

REFERENCE(S):

1. MCO P5215.1, Marine Corps Directives System

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* General office supplies
2. \* Published Directives

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DUTY AREA 03 - SERVICE RECORDS

TASK: 0121.03.01 MAKE ENTRIES TO STANDARD PAGES OF SERVICE RECORD BOOK (SRB)/OFFICER QUALIFICATION RECORD (OQR)

CONDITION(S): Given an SRB/OQR, service record source documents, and references.

STANDARD(S): Per MCO P1070.12, MCO P1080.20, and MCO P1080.40.

PERFORMANCE STEPS:

1. Determine the SRB/OQR entry required.
2. Determine the standard page affected by the entry requirement.
3. Extract appropriate information from SRB/OQR source documents.
4. Make appropriate/required entries into the SRB/OQR.
5. Submit SRB/OQR for entry certification, as required.
6. Forward to Unit Diary Section for required MCTFS entries, as appropriate.
7. Extract appropriate entries from Unit Diary for SRB/OQR entry.
8. Monitor Diary Feedback Reports to ensure appropriate entries have posted to MCTFS.
9. Ensure appropriate entries from the Diary Feedback Report have been annotated in the SRB/OQR.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS:

1. Thoroughly review references prior to conducting training.
2. Ensure training includes procedures for making entries, authorized methods for correction, signature requirements, and preparation of supplemental page(s).

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (3) Req By (Pvt)

TRAINING MATERIEL:

1. \* Diary Feedback Report
2. \* End User Computer Equipment (EUCE)

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3. \* General office supplies
  4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  5. \* Service Record Source Documents
  6. Typewriter
  7. \* Unit Diary
- 

TASK: 0121.03.02 PREPARE EXTENSION OF ENLISTMENT

CONDITION(S): Given a blank NAVMC 00321A (Agreement to Extend Enlistment), a requirement for an extension of enlistment, and references.

STANDARD(S): Per NAVMC 00321A.

PERFORMANCE STEPS:

1. Receive CMC authorization for extension of enlistment.
2. Extract information from service record(s) required for completing the form.
3. Prepare NAVMC 00321A.
4. Submit NAVMC 00321A for execution of extension.
5. Distribute the copies of the extension of enlistment.
6. Cancel extension of enlistment, as required.

REFERENCE(S):

1. MCO P1040.31, Enlisted Career Planning and Retention Manual
2. MCO P1040R.35, Marine Corps Reserve Career Planning Guide
3. MCO P1070.12, Individual Records Administration Manual (IRAM)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* General office supplies
  2. \* NAVMC 00321A, Agreement to Extend Enlistment
- 

TASK: ~~0121.03.03 MAINTAIN SERVICE RECORD ACCOUNTABILITY~~

CONDITION(S): Given special and ad hoc reports, MCTFS reports, and service records.

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STANDARD(S): With 100% accountability of service records at the end of each working day and per MCO P1070.12 and MCO P1080.40.

PERFORMANCE STEPS:

1. Utilize service record accountability system.
2. Safeguard the service records to ensure accountability.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS:

1. Review MCO P1070.12 prior to training.
2. Training should include familiarization with UD/MIPS.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* AD/HOC Report capabilities of UD/MIPS
  2. \* Marine Corps Total Force System (MCTFS) Management Reports
  3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0121.03.04 MAINTAIN DOCUMENT SIDE OF SERVICE RECORDS (SRB/OQR)

CONDITION(S): Given an SRB/OQR, service record documents, and references.

STANDARD(S): Per MCO P1070.12.

PERFORMANCE STEPS:

1. Determine the requirement for the document.
2. Verify document completion.
3. File the document.
4. Perform periodic review of documents to determine appropriate material is filed.
5. Acquire missing documents.
6. Remove extraneous documents, as required.

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REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)

ADMINISTRATIVE INSTRUCTIONS:

1. The standard is driven by the pertinent directive for each form.
2. Review Chapters 3 and 4 of the IRAM to determine which documents are required.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (Pvt)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  2. \* Service Record Source Documents
- 

TASK: 0121.03.05 EXTRACT INFORMATION FROM A CERTIFIED UNIT DIARY

CONDITION(S): Given a certified unit diary, service records (SRB/OQR), and references.

STANDARD(S): Per MCO P1070.12, MCO P1080.20, MCO P1080.40.

PERFORMANCE STEPS:

1. Review a certified unit diary.
2. Determine unit diary entries affecting the service record.
3. Make appropriate entries in the service record.
4. Take appropriate action to correct discrepancies.
5. Submit service record for entry certification, as required.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS:

1. Internal control procedures should be developed for pay related information.
2. Ensure all pay related information is annotated on the LES in the Service Record (SRB/OQR).

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

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TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  2. \* Unit Diary
- 

TASK: 0121.03.06 COMPUTE READJUSTED PAY ENTRY BASE DATE (PEBD)

CONDITION(S): Given a complete service record (SRB/OQR), a requirement to verify the PEBD, and references.

STANDARD(S): Accurately, per DODFMR, MCO P5000.14, and DFAS-KC 7220.31.

PERFORMANCE STEPS:

1. Receive documentation requiring verification of PEBD.
2. Extract information from the service record (SRB/OQR) required to compute the PEBD.
3. Perform computation.
4. Forward the recomputed PEBD data to Unit Diary Section for entry into MCTFS.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DODFMR, Department of Defense Financial Management Regulation
3. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. Review computational procedures contained in the references prior to training.
2. The Decision Logic Table is found in Appendix C of MCO P5000.14.
3. A thorough review of the Decision Logic Table should be accomplished prior to readjustment of PEBD.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0121.03.07 COMPUTE ARMED FORCES ACTIVE DUTY BASE RATE (AFADBD)

CONDITION(S): Given a complete service record (SRB/OQR), a situation requiring adjustment to the AFADBD, and references.

STANDARD(S): Accurately, per DODFMR, MCO P1080.40 PRIM, and DFAS-KC 7220.31.

PERFORMANCE STEPS:

1. Receive documentation that requires verification of AFADBD.
2. Extract information from the service record (SRB/OQR) required to compute the AFADBD.
3. Perform computation.
4. Forward the recomputed AFADBD data to Unit Diary Section for entry into MCTFS.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DODFMR, Department of Defense Financial Management Regulation
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: Review computational procedures contained in the DODFMR prior to training.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
2. \* Service Record Source Documents

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TASK: 0121.03.08 PREPARE PROMOTION WARRANTS

CONDITION(S): Given a blank SNCO Promotion Certificate (DD Form 216MC), a complete SRB, a MCBUL in the 1430 series, a situation requiring preparation of a Certificate of Appointment, and references.

STANDARD(S): Without typographical or format errors, per MCBUL 1400 series and MCO P1400.32.

PERFORMANCE STEPS:

1. Verify eligibility and commander's recommendation per guidance published in promotion period announcement.
2. Extract information from the SRB required to prepare the DD Form 216MC.
3. Prepare the DD Form 216MC.

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4. Submit DD Form 216MC for signature.
5. Forward signed DD Form 216MC to UD section for entry into MCTFS.

REFERENCE(S):

1. MCBUL 1430 SERIES, Marine Corps Bulletin (Promotions)
2. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions

ADMINISTRATIVE INSTRUCTIONS:

1. MCO P1400.32 should be thoroughly reviewed prior to training.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* DD Form 216MC, Staff Non Commissioned Officer (SNCO) Promotion Certificate
  2. \* MIPS Eligibility (Accountability) Rosters
  3. \* Service Record Book
  4. Typewriter
- 

TASK: 0121.03.09 SAFEGUARD PERSONAL INFORMATION

CONDITION(S): Given a complete service record (SRB/OQR), access to computer records, a request for information, and references.

STANDARD(S): In compliance with the Privacy Act of 1974 (MCO P5211.2) and per MCO P1070.12, MCO P1080.40, and DFAS-KC 5200.22.

PERFORMANCE STEPS:

1. Receive a request for disclosure of personal information.
2. Determine if personal information can be released in compliance with the Privacy Act of 1974.
3. Obtain member's permission to release information that is not authorized for release under the Privacy Act of 1974.
4. Extract information from the SRB/OQR and/or computer record, as required.
5. Effect release of information, if appropriate.
6. Document the release of all information on OPNAV Form 5211/9 (Disclosure Accounting Form-Record of Disclosure), maintained in the SRB/OQR.

REFERENCE(S):

1. DFAS-KC 5200.22, Video Inquiry System Users Manual
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P5211.2, The Privacy Act of 1974

ADMINISTRATIVE INSTRUCTIONS: All administrative personnel having access to records are required to ensure that information contained therein is safeguarded from unauthorized disclosure.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* OPNAV 5211/9, Disclosure Accounting Form-Record of Disclosure
  3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0121.03.10 AUDIT SERVICE RECORD BOOKS

CONDITION(S): Given complete service records (SRB/OQR), source documents, access to MCTFS data base, a requirement to audit the record, and references.

STANDARD(S): Per MCO P1070.12, MCO P1080.20, MCO P1080.40, DFAS-KC 7220.31, and in consonance with information maintained in the MCTFS data base.

PERFORMANCE STEPS:

1. Determine occasion for the audit.
2. Conduct audit in the presence of the Marine.
3. Verify information contained in the service record against source documents and MCTFS.
4. Screen document side of service record and remove extraneous material.
5. Determine corrective action necessary to resolve discrepancies.
6. Take corrective action.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)

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3. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
5. MCTFS MANUAL, Marine Corps Total Force System Manual

ADMINISTRATIVE INSTRUCTIONS:

1. In the event that a member is not available for audit due to operational commitments, the audit will be conducted without the member present.
2. Certification of audit should be performed per the reference.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Basic Individual Record (BIR)/Basic Training Record (BTR)
3. \* End User Computer Equipment (EUCE)
4. \* MCAAT Guidebook
5. \* Marine Corps Total Force System/Marine Corps Administrative Analysis Team (MCTFS/MCAAT) print outs
6. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
7. \* Service Record Source Documents

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DUTY AREA 04 - ADMINISTRATIVE SUPPORT

TASK: 0121.04.01 PROCESS DOCUMENTATION FOR VERIFICATION OF EMPLOYMENT

CONDITION(S): Given a request to verify employment and a complete service record (SRB/OQR).

STANDARD(S): Per MCO P5211.2.

PERFORMANCE STEPS:

1. Receive form requesting verification of employment.
2. Ensure request for verification of employment complies with MCO P5211.2 (The Privacy Act of 1974).
3. Extract the required information from the SRB/OQR, MCO P1080.40 (MCTFSPRIM) and MCO P1070.12 (IRAM).
4. Record extracted information on the request for verification of employment.
5. Obtain signature of officer authorized to verify employment.
6. Mail completed request for verification of employment to the requesting agency.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P5211.2, The Privacy Act of 1974

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
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TASK: 0121.04.02 PREPARE GOOD CONDUCT MEDAL CERTIFICATES/SMCR MEDAL/AFRM CERTIFICATES

CONDITION(S): Given a completed service record (SRB), the appropriate blank certificates, references, and EUCE.

STANDARD(S): Without typographical or format error, per MCO P1070.12, MCO P1080.40, and SECNAVINST 1650.1.

PERFORMANCE STEPS:

1. Determine eligibility for the appropriate award.
2. Extract the required information from the source document.

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3. Determine the period and number of the award.
4. Prepare the appropriate certificate.
5. Obtain the approval authority's signature.
6. Record the appropriate award in the SRB/OQR per the references.
7. Update the Award Commencement Date on page 12 of the SRB or page 9 of the OQR.
8. Forward the original certificate to the member's unit commander for delivery.
9. Forward copy of completed certificate to the Unit Diary Section for recording on the Unit Diary.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. SECNAVINST 1650.1, Navy and Marine Corps Awards Manual

ADMINISTRATIVE INSTRUCTIONS: The UD/MIPS may be used to produce a by-month roster of personnel eligible to receive appropriate awards.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Appropriate Award Certificate(s)
2. \* End User Computer Equipment (EUCE)
3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)

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TASK: 0121.04.03 PREPARE LEAVE AUTHORIZATION FOR VARIOUS LEAVE CATEGORIES

CONDITION(S): Given a complete service record (SRB/OQR), a blank NAVMC 00003, a leave request form, and references.

STANDARD(S): Without error, per MCO P1000.6 and MCO P1050.3.

PERFORMANCE STEPS:

1. Receive a leave request.
2. Determine the leave category.
3. Determine the Marine's leave eligibility.

4. Extract the required information from service record and Leave and Earnings Statement or data contained in MCTFS.
5. Prepare leave authorization.
6. Obtain required signatures.
7. Forward copy of the approved leave authorization for filing on the document side of the service record.
8. Upon executing leave, forward copy to UD and Mail Room.
9. Ensure removal of the leave authorization from the SRB/OQR when leave period posts to the LES.

REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
2. MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence

ADMINISTRATIVE INSTRUCTIONS:

1. Review MCO P1050.3 for detailed instruction on prerequisites for the various leave categories.
2. Ensure Marines executing foreign leave have read required anti-terrorist brief.
3. There is no standard format for the leave request form. The request form is developed locally.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. Access to Marine Corps Total Force System (MCTFS)
2. \* Blank NAVMC 00003, Leave Request
3. \* Completed leave request form
4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)

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TASK: 0121.04.04 PREPARE MEAL CARD (DD FORM 714)

CONDITION(S): Given a completed service record (SRB), an ID card, a blank meal card (DD Form 714), a meal card log, a requirement for the preparation of a meal card, and the references.

STANDARD(S): Without typographical/informational error, per MCO 10110.47, MCO P4400.82, and SL-8-09993A.

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PERFORMANCE STEPS:

1. Determine the Marine's entitlement to a meal card.
2. Extract necessary information from the SRB.
3. Prepare the meal card.
4. Make logbook entry.
5. Obtain Marine's signature on meal card and log book.
6. Submit card and log book for signature.

REFERENCE(S):

1. MCO 10110.47, Basic Allowance for Subsistence
2. MCO P4400.82, Regulated/Controlled Item Management Manual
3. SL-8-09993A, Marine Corps Stock List of Blank Forms

ADMINISTRATIVE INSTRUCTIONS: Follow procedures to safeguard meal cards per the references.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Blank meal card (DD Form 714)
2. \* Locally produced Meal Card Log
3. \* Service Record Book
4. \* Valid Military ID Card

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TASK: 0121.04.05 PREPARE IDENTIFICATION (ID) CARD

CONDITION(S): Given a service record (SRB/OQR), a blank ID card, an ID card log book, the requirement to issue an ID card, and references.

STANDARD(S): Without typographical/informational error, per MCO MCO P5000.14, MCO P5512.11 and SL-8-09993A.

PERFORMANCE STEPS:

1. Determine eligibility.
2. Determine the type of ID card to prepare.
3. Extract the necessary information from the service record.
4. Prepare the ID card.

5. Verify entries on the ID card.
6. Record issuance information in the ID card log.
7. Obtain signatures.

REFERENCE(S):

1. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
2. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals
3. SL-8-09993A, Marine Corps Stock List of Blank Forms

ADMINISTRATIVE INSTRUCTIONS: Follow procedures to safeguard ID cards per the references.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Blank Identification (ID) Card
  2. \* Identification (ID) Card Log Book
  3. \* SRB/OQR supporting documents
  4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0121.04.06 PREPARE IDENTIFICATION (ID) TAGS

CONDITION(S): Given an embossing machine, blank ID tags, information required for ID tags, a requirement to prepare ID tags, and the references.

STANDARD(S): Per MCO P1070.12 and NAVPERS 15560.

PERFORMANCE STEPS:

1. Determine the requirement to issue ID Tags.
2. Verify information to be embossed on ID tags with valid source (for example, service record or basic individual record).
3. Prepare the ID tags.
4. Deliver the ID tags to the Marine.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. NAVPERS 15560, Navy Personnel Manual

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ADMINISTRATIVE INSTRUCTIONS: The IRAM contains instructions for preparing ID tags for Marines only. Instructions for preparing ID tags for naval personnel serving with the Marine Corps are contained in NAVPERS 15560 (Navy Personnel Manual).

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Blank Identification (ID) Tags
  2. \* Embossing Machine
  3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0121.04.07 PREPARE DOCUMENTATION FOR UNIFORM ISSUE/REPLACEMENT

CONDITION(S): Given a blank NAVMC 00604/00604B, NAVMC 00631/00631A, a requirement for clothing issue, and the references.

STANDARD(S): Per MCO P10120.28 and MCBUL 10120 series.

PERFORMANCE STEPS:

1. Determine type of uniform issue/replacement required.
2. Prepare NAVMC 00604/00604B and NAVMC 00631/00631A.
3. Verify accuracy of NAVMC 00604/00604B and NAVMC 00631/00631A.
4. Submit NAVMC 00604/00604B and NAVMC 00631/00631A for signature.
5. Give NAVMC 00604/00604B and NAVMC 00631/00631A to the Marine to effect uniform issue/replacement.

REFERENCE(S):

1. MCBUL 10120 SERIES, Marine Corps Bulletin (Clothing Allowance for Enlisted Personnel)
2. MCO P10120.28, Individual Clothing Regulations

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* NAVMC 00604B, Combined Individual Clothing Requisition and Issue Slip (Women's)
2. \* NAVMC 00631A, Individual Clothing Record (Women's)
3. \* NAVMC 00604, Combined Individual Clothing Requisition and Issue Slip (Men's)
4. \* NAVMC 00631, Individual Clothing Record (Men's)

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5. \* Service Record Book

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TASK: 0121.04.08 COMPLETE SERVICE RECORD BOOK ADMINISTRATIVE REQUIREMENTS FOR ABSENTEES/DESERTERS

CONDITION(S): Given service record (SRB), DD Form 553, DD Form 616, a report of unauthorized absence, and references.

STANDARD(S): Without typographical/informational error and within timeframes established, per the references.

PERFORMANCE STEPS:

1. Receive report of unauthorized absence.
2. Verify that the unit diary entry is completed (MCO P1080.40).
3. Make appropriate entries in the SRB (MCO P1070.12).
4. File personal effects inventory on the document side of the SRB (MCO P4050.38).
5. Mail a letter to the Primary Next of Kin prior to the tenth day of unauthorized absence (MCO P5800.16).
6. File a copy of the letter to the Primary Next of Kin on the document side of the SRB (MCO P5800.16).
7. File a copy of the BAH Entitlement Notification letter on the document side of the SRB, on the 21st day of absence (MCO P5000.14).
8. Prepare and distribute DD Form 553 on the 31st day of absence.
9. Obtain health and dental records of absentee and place with SRB (MANMED).
10. Recover dependent ID cards, if applicable (MCO P5512.11).
11. Notify disbursing to ensure allotments have been stopped (MCO P5000.8 and Department of Defense Financial Management Regulations (DODFMR)).
12. Forward SRB/Health/Dental records on 91st day of absence (MCO P1070.12).
13. Publish and distribute a DD Form 616 upon joining a Marine from desertion (MCO P5800.16).
14. Request SRB from former command or CMC, as appropriate.
15. Make appropriate SRB entries upon return from desertion (MCO P1070.12).
16. Verify unit diary entries are completed for return from desertion.

REFERENCE(S):

1. MANMED, Manual of the Medical Department (MANMED)

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2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P11000.16, Real Property Facilities Manual, Volume I
5. MCO P1751.3, Basic Allowance for Housing (BAH)
6. MCO P4050.38, Personal Effects and Baggage Manual
7. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
8. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals
9. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* DD Form 553, Deserter/Absentee Wanted by the Armed Forces
  2. \* DD Form 616, Report of Return of Absentee
  3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  4. \* Unit Diary
- 

TASK: 0121.04.09 PREPARE AN APPLICATION FOR THE UNIFORMED SERVICES IDENTIFICATION CARD  
- DEERS ENROLLMENT (DD FORM 1172)

CONDITION(S): Given a service record (SRB/OQR), blank DD Form 1172, supporting documents, a requirement to prepare an application, and references.

STANDARD(S): Without error, per MCO P5512.11.

PERFORMANCE STEPS:

1. Review all available supporting documents to ensure that all applicants are authorized.
2. Prepare the DD Form 1172.
3. Obtain required signatures.
4. Provide applicant with the certified DD Form 1172 and instructions, per local procedures, on how to obtain an identification card for dependent(s).
5. File DD Form 1172 on document side of SRB/OQR after administrative requirements are completed.

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REFERENCE(S):

1. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals

ADMINISTRATIVE INSTRUCTIONS:

1. See MCO P5512.11 for [DD Form 1172](#) completion instructions.
2. Supporting documents to ensure [DD Form 1172](#) eligibility may include: [NAVMC 10922](#) (Dependency Application), Divorce Decree, Marriage Certificate, Adoption Papers, and Birth Certificate.
3. MCO P5211.2, The Privacy Act of 1974, applies.
4. PC-based [DD Form 1172](#) preparation software is available from CMC (MHP-20), for those commands who do not have on-line preparation capabilities.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* [DD Form 1172](#), Application for Uniformed Services Identification Card-DEERS Enrollment
  2. \* End User Computer Equipment (EUCE)
  3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  4. \* Source Documents
- 

TASK: 0121.04.10 PROCESS ENLISTED PROMOTIONS

CONDITION(S): Given a unit roster, a Diary Feedback Report (DFR), a promotion period announcement, and references.

STANDARD(S): Per the promotion announcement and MCO P1400.32, MCO P1070.12, MCO P1080.40, and MCO P5512.11.

PERFORMANCE STEPS:

1. Identify personnel eligible for promotion.
2. Make liaison with individual commanders to ascertain if personnel eligible for promotion are recommended.
3. Ensure promotion warrants are prepared on eligible and recommended Marines.
4. Edit the promotion warrants for accuracy.
5. Direct completion of SRB entries concerning personnel not recommended for promotion.
6. Complete appropriate unit diary entries.

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7. Prepare remedial requests for promotion, as required.
8. Ensure preparation of new Armed Forces Identification Cards, as required.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
4. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals

ADMINISTRATIVE INSTRUCTIONS: The UD/MIPS may be used to produce a roster of personnel eligible for promotion.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (Cpl)

TRAINING MATERIEL:

1. \* Diary Feedback Report
  2. \* Promotion period announcement
  3. \* Unit Roster
- 

TASK: 0121.04.11 PROCESS ENLISTED REDUCTION DOCUMENTS

CONDITION(S): Given documents directing a Marine's reduction and references.

STANDARD(S): Within prescribed guidelines, per the references.

PERFORMANCE STEPS:

1. Obtain copy of reduction order.
2. Obtain recommended reduction conduct and duty proficiency marks, if applicable.
3. Ensure appropriate unit diary entries are reported.
4. Ensure new Armed Forces Identification Card is issued.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions

4. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (Pvt)

TRAINING MATERIEL:

1. \* Source Documents
- 

TASK: 0121.04.12 PREPARE DOCUMENTATION FOR SEPARATION

CONDITION(S): Given a service record (SRB/OQR), blank forms, a situation requiring a Marine's separation, and the references.

STANDARD(S): Without typographical/informational error, per MCO P1070.12, MCO P1080.40, MCO P1900.16, MCO P4650.37, MCO P1080.20, DFAS-KC 7220.31 and JFTR.

PERFORMANCE STEPS:

1. Extract information from the source documents.
2. Prepare separation documents as specified, per references and local instructions.
3. Make service record entries, as required.
4. Obtain signatures on documents.
5. Obtain signatures in SRB/OQR.
6. Ensure entries are reported in the unit diary.
7. Distribute separation documents as specified, per references and local instructions.
8. Forward records, per MCO 1070.12.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. JFTR, Joint Federal Travel Regulation, Vol I
3. MCO P1070.12, Individual Records Administration Manual (IRAM)
4. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
5. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
6. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
7. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

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ADMINISTRATIVE INSTRUCTIONS: If Joint Separation Unit/Center is available, coordinate step 3 per local policy.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0121.04.13 SAFEGUARD CONTROLLED FORMS

CONDITION(S): Given a requirement to prepare a controlled form, a blank controlled form, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Safeguard ID cards (DD Form 2 (ACT), DD Form 2 (RES), DD Form 2 (RET), DD Form 1173, and DD Form 1173-1), per MCO P5512.11.
  - a. Identify preparation requirement.
  - b. Obtain blank card.
  - c. Maintain accountability.
  - d. Enter required information into the control log.
2. Safeguard meal cards (DD Form 714), per MCO 10110.47.
  - a. Identify preparation requirement.
  - b. Obtain blank card.
  - c. Maintain accountability.
  - d. Enter required information into the control log.
3. Safeguard separation documents (DD Forms 214/214WS/215), per MCO P1900.16.
  - a. Identify preparation requirement.
  - b. Obtain blank form(s).
  - c. Maintain accountability.
  - d. Enter the required information into the control log.

REFERENCE(S):

1. MCO 10110.47, Basic Allowance for Subsistence
2. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

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3. MCO P4400.150, Consumer Level Supply Policy Manual
4. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
5. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals
6. SL-8-09993A, Marine Corps Stock List of Blank Forms

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* DD Form 1173, Uniformed Services Identification & Privilege Card
2. \* DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card
3. \* DD Form 2 (ACT), Armed Forces of the United States-Geneva Convention Identification Card (Active)
4. \* DD Form 2 (RES), Armed Forces of the United States-Geneva Convention Identification Card (Reserves)
5. \* DD Form 2 (RET), United States Uniformed Services Identification Card (Retired)
6. \* DD Form 214, Certificate of Release or Discharge from Active Duty
7. \* DD Form 214WS, Certificate of Release or Discharge from Active Duty (Worksheet)
8. \* DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty
9. \* DD Form 714, Meal Card

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DUTY AREA 05 - UNIT DIARY

TASK: 0121.05.01 GENERATE SPECIAL ROSTERS/AD HOC REPORTS

CONDITION(S): Given access to EUCE, the Unit Diary Marine Integrated Personnel System (UD/MIPS) and MCTFS transaction reconciliation file, and a request for a special roster or ad hoc report.

STANDARD(S): Per UD/MIPS Users Guide, MCO P1080.40, DFAS-KC 5200.22 and Users Guides/Instructor's Manuals.

PERFORMANCE STEPS:

1. Log on to the system required.
2. Select appropriate options from the menus provided.
3. Create special roster/ad hoc report.
4. Print the special roster/ad hoc report.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. DFAS-KC 5200.22, Video Inquiry System Users Manual
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MIPS, Marine Integrated Personnel System Users Guide
5. UD, Unit Diary

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command ISMO and/or the MISSO.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
3. \* End User Computer Equipment (EUCE)
4. Unit Diary

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TASK: 0121.05.02 PREPARE UNIT DIARY (UD)

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CONDITION(S): Given EUCE, source documents, a UD reporting requirement, and the references.

STANDARD(S): Without error and within the timeframe established by MCO P1080.40 and MCO P1080.20.

PERFORMANCE STEPS:

1. Review the source document to determine the transactions to report.
2. Refer to the references for correct content within the transaction.
3. Determine the type transaction code (TTC) and sequence number for the transaction.
4. Prepare rough UD.
5. Verify UD transactions.
6. Correct rough UD, as required.
7. Print rough UD.
8. Submit UD to supervisor for review and/or certification.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: See MCO P1080.20 for further information.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
2. \* Source Documents

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TASK: 0121.05.03 AUDIT UNIT DIARY (UD) MANAGEMENT REPORTS

CONDITION(S): Given EUCE, access to MCTFS, UD Reports, the requirement for an audit, and the references.

STANDARD(S): Per MCO P1080.20 and MCO P1080.40.

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PERFORMANCE STEPS:

1. Access required reports from MCTFS.
2. Research for corrective action, if necessary.
3. Submit corrections on the unit diary, as required.

REFERENCE(S):

1. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* End User Computer Equipment (EUCE)
  3. \* Unit Diary Management Reports
- 

TASK: 0121.05.04 EXTRACT DATA FROM MCTFS

CONDITION(S): Given EUCE, access to MCTFS, MCTFS reports, access to CICS, Service Records (SRB/OQR), a requirement to extract data and the references.

STANDARD(S): Successfully, per MCO P1070.12, MCO P1080.20, MCO P1080.40 and DFAS-KC 5200.22.

PERFORMANCE STEPS:

1. Access CICS.
2. Retrieve required information.
3. Verify information against service record, MCTFS reports, and other documents.
4. Submit research results to applicable section to correct deficiencies or errors noted.
5. Advise supervisor of action taken or required.

REFERENCE(S):

1. DFAS-KC 5200.22, Video Inquiry System Users Manual
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)

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4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* Access to the Customer Information Control System (CICS)
  3. \* End User Computer Equipment (EUCE)
  4. \* Marine Corps Total Force System (MCTFS) Management Reports
  5. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0121.05.05 VERIFY UNIT DIARY TRANSACTIONS

CONDITION(S): Given EUCE, source documents, a unit diary reporting requirement, and the references.

STANDARD(S): Per MCO P1080.20 and MCO P1080.40.

PERFORMANCE STEPS:

1. Print rough working unit diary document.
2. Compare source documents and rough unit diary for accuracy.
3. Make appropriate corrections.
4. Print corrected rough document.
5. Submit rough unit diary document and source documents to the supervisor.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Source Documents
-

TASK: 0121.05.06 SUBMIT REACCESSION REQUEST FOR ENTRY IN MCTFS

CONDITION(S): Given EUCE, access to MCTFS, a service record (SRB/OQR), source documents, a requirement to reaccess a Marine into MCTFS, and the references.

STANDARD(S): Per MCO P1080.20, MCO P1080.40 and current instructions provided by the servicing MISSO.

PERFORMANCE STEPS:

1. Determine conditions requiring submission of reaccession request.
2. Consult MISSO analyst, as required.
3. Prepare reaccession request.
4. Verify reaccession request against source documents and SRB/OQR.
5. Submit reaccession request.
6. Monitor diary feedback report and the MCTVIS (VIS) for acceptance for reaccession.

REFERENCE(S):

1. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* End User Computer Equipment (EUCE)
3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
4. \* Source Documents

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DUTY AREA 06 - PAY AND ALLOWANCES

TASK: 0121.06.01 PREPARE PAY RELATED DOCUMENTS

CONDITION(S): Given pay related source documentation, applicable blank forms, and the references.

STANDARD(S): Without typographical/informational error, per the references.

PERFORMANCE STEPS:

1. Review the source documentation or event occurrence to verify the eligibility of the Marine to receive the entitlement.
2. Advise the Marine on eligibility.
3. Complete applicable pay related documents within the prescribed timeframe.
4. Present to supervisor for review.
5. Correct documents, as required.
6. Submit document for signature, as required.
7. Distribute pay related documents per the references and local procedures.

REFERENCE(S):

1. ALMAR, All Marine Corps Activities
2. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
3. DFAS-KC 7220.45-R, Bond and Allotment Manual
4. DODFMR, Department of Defense Financial Management Regulation
5. JFTR, Joint Federal Travel Regulation, Vol I
6. MARADMIN, Marine Administrative Message
7. MCO 10110.47, Basic Allowance for Subsistence
8. MCO 1560.28B, Veteran's Educational Assistance Benefits
9. MCO 6000.1, Tricare Family Member Dental Plan
10. MCO 7220.12, Special Duty Assignment Pay Program
11. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy
12. MCO 7220.24, Selective Reenlistment Bonus (SRB) Program
13. MCO 7220.52, Foreign Language Proficiency Pay (FLPP) Program

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14. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
15. MCO P1070.12, Individual Records Administration Manual (IRAM)
16. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
17. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
18. MCO P1741.8, Government Life Insurance Manual
19. MCO P1751.3, Basic Allowance for Housing (BAH)
20. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
21. MCO P3000.15, Manpower Unit Deployment Program Standing Operating Procedures (Manpower UDP SOP)
22. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
23. NAVAL MESSAGES, Travel Advisory Notice (TAN), Station Allowance Advisory Notice (SAAN), Systems Assurance Officer Advisory (SAO), Disbursing Advisory (DA)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Applicable blank forms
  2. \* Source Documents
- 

TASK: 0121.06.02 AUDIT PAY AND ALLOWANCES

CONDITION(S): Given a completed service record (SRB/OQR), documentation substantiating the Marine's entitlements to pay and allowances, and the references.

STANDARD(S): Per the references and local procedures.

PERFORMANCE STEPS:

1. Verify the eligibility of the Marine to receive the entitlement(s).
2. Advise the Marine on his eligibility.
3. Verify the accuracy of substantiating documents.
4. Review Master Military Pay Account (MMPA) to ensure that the Marine's entitlement(s) to pay and allowances is accurate.

REFERENCE(S):

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1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DFAS-KC 7220.45-R, Bond and Allotment Manual
3. DODFMR, Department of Defense Financial Management Regulation
4. JFTR, Joint Federal Travel Regulation, Vol I
5. MCO 1560.28B, Veteran's Educational Assistance Benefits
6. MCO 6000.1, Tricare Family Member Dental Plan
7. MCO 7220.12, Special Duty Assignment Pay Program
8. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy
9. MCO 7220.24, Selective Reenlistment Bonus (SRB) Program
10. MCO 7220.52, Foreign Language Proficiency Pay (FLPP) Program
11. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
12. MCO P10110.14, Food Service Standing Operating Procedures (SOP)
13. MCO P1070.12, Individual Records Administration Manual (IRAM)
14. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
15. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
16. MCO P1741.8, Government Life Insurance Manual
17. MCO P1751.3, Basic Allowance for Housing (BAH)
18. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
19. MCO P3000.15, Manpower Unit Deployment Program Standing Operating Procedures (Manpower UDP SOP)
20. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Master Military Pay Account (MMPA)
2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
3. \* Source Documents

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TASK: 0121.06.03 PREPARE BOND ALLOTMENTS (B/A)

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CONDITION(S): Given EUCE, a request for bond/allotment, and the references.

STANDARD(S): Per DFAS-KC 7220.45-R.

PERFORMANCE STEPS:

1. Receive bond/allotment request form.
2. Review bond/allotment request form for completeness.
3. Input bond/allotment information.
4. Print rough bond/allotment authorization.
5. Review rough bond/allotment authorization for errors.
6. Print smooth copy of bond/allotment authorization.
7. Distribute copies of bond/allotment authorization as required.

REFERENCE(S):

1. DFAS-KC 7220.45-R, Bond and Allotment Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0121.06.04 AUDIT BOND ALLOTMENTS FEEDBACK REPORT

CONDITION(S): Given EUCE, bond allotment feedback report, and the references.

STANDARD(S): Per DFAS-KC 7220.45-R.

PERFORMANCE STEPS:

1. Print a Bond Allotment Feedback Report.
2. Research rejected allotments.
3. Take corrective action, if necessary.

REFERENCE(S):

1. DFAS-KC 7220.45-R, Bond and Allotment Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Bond Allotment Feedback Report

2. \* End User Computer Equipment (EUCE)

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TASK: 0121.06.05 VERIFY PAY RELATED DOCUMENTS

CONDITION(S): Given references and completed pay related documents.

STANDARD(S): Per the references and local procedures.

PERFORMANCE STEPS:

1. Advise the Marine on eligibility.
2. Review the source documentation or event occurrence to verify the eligibility of the Marine to receive the entitlement.
3. Verify for correctness per the applicable references.
4. Obtain the required signatures.
5. Distribute pay related documents.

REFERENCE(S):

1. ALMAR, All Marine Corps Activities
2. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
3. DODFMR, Department of Defense Financial Management Regulation
4. JFTR, Joint Federal Travel Regulation, Vol I
5. MARADMIN, Marine Administrative Message
6. MCO 10110.47, Basic Allowance for Subsistence
7. MCO 1560.28B, Veteran's Educational Assistance Benefits
8. MCO 6000.1, Tricare Family Member Dental Plan
9. MCO 7220.12, Special Duty Assignment Pay Program
10. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy
11. MCO 7220.24, Selective Reenlistment Bonus (SRB) Program
12. MCO 7220.52, Foreign Language Proficiency Pay (FLPP) Program
13. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
14. MCO P1070.12, Individual Records Administration Manual (IRAM)
15. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)

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16. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
17. MCO P1741.8, Government Life Insurance Manual
18. MCO P1751.3, Basic Allowance for Housing (BAH)
19. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
20. MCO P3000.15, Manpower Unit Deployment Program Standing Operating Procedures (Manpower UDP SOP)
21. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
22. NAVAL MESSAGES, Travel Advisory Notice (TAN), Station Allowance Advisory Notice (SAAN), Systems Assurance Officer Advisory (SAO), Disbursing Advisory (DA)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* Appropriate source documents

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DUTY AREA 07 - RESERVE ADMINISTRATION

TASK: 0121.07.01 PREPARE UNIT MUSTER SHEET FOR THE SMCR

CONDITION(S): Given EUCE, access to CICS, UD/MIPS, a requirement for personnel to report for active/inactive duty training (ADT/IDT), and references.

STANDARD(S): Per MCO P1080.40 and MCO P1001R.1.

PERFORMANCE STEPS:

1. Generate the Unit Muster Sheet from CICS, UD/MIPS.
2. Determine requirements for participation in ADT/IDT.
3. Conduct muster for ADT/IDT.
4. Annotate Unit Muster Sheet to account for absences/not scheduled IDT, with comments.
5. Submit Unit Muster Sheet for CO's certification.
6. Submit Unit Muster Sheet to Unit Diary Section to report required entries.
7. Extract information from the Unit Muster Sheets for any other administrative actions.

REFERENCE(S):

1. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to the Customer Information Control System (CICS)
  2. \* End User Computer Equipment (EUCE)
- 

TASK: 0121.07.02 VERIFY THE ANNUAL RETIREMENT CREDIT REPORT (ARCR)/CAREER RETIREMENT CREDIT REPORT (CRCR)

CONDITION(S): Given EUCE, access to MCTFS, an ARCR/CRCR, service records (SRB/OQR), source documents, an auditing requirement, and references.

STANDARD(S): Per MCO P1001R.1, MCO P1070.12, MCO P1080R.40 and MCO P1900.16.

PERFORMANCE STEPS:

1. Verify ARCR/CRCR information from applicable source documents.

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2. Submit appropriate corrections for Unit Diary input.
3. Retrieve corrected ARCR/CRCR from on-line system after corrections have been posted to MCTFS.
4. Verify the ARCR/CRCR for accuracy.
5. Obtain required signatures on ARCR/CRCR.
6. File the ARCR/CRCR in the SRB/OQR.

REFERENCE(S):

1. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Annual Retirement Credit Report (ARCR)/Career Retirement Credit Report (CRCR)
3. \* End User Computer Equipment (EUCE)
4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
5. \* Source Documents

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TASK: 0121.07.03 PREPARE REQUIRED DOCUMENTATION TO SUBSTANTIATE CONTINUED NOTICE OF ELIGIBILITY (NOE) BENEFITS

CONDITION(S): Given a service record and the references.

STANDARD(S): Per MCO 1770.2, MCO P1001R.1, MCO P1080.40 and NTP 3.

PERFORMANCE STEPS:

1. Determine requirements of NOE benefits based on individual case-by-case basis.
2. Prepare correspondence for signature.

REFERENCE(S):

1. MCO 1770.2, NOE Benefits for Members of the USMCR

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2. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  3. \* Source Documents
- 

TASK: 0121.07.04 VERIFY UNIT MUSTER SHEET FOR THE SMCR

CONDITION(S): Given a completed unit muster sheet, source documents, access to MCTFS and the references.

STANDARD(S): Per MCO P1001R.1 and MCO P1080.40.

PERFORMANCE STEPS:

1. Determine requirements for participation in ADT/IDT.
2. Review the unit muster sheet for accuracy.
3. Ensure unit muster sheet accounts for absences/rescheduled IDT with comments.
4. Annotate and validate corrections to the unit muster sheet.
5. Ensure unit muster is certified by Commander.
6. Ensure unit muster sheet data is reported into MCTFS.

REFERENCE(S):

1. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Completed Unit Muster Sheet
3. \* Source Documents

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MOS 0151, ADMINISTRATIVE CLERK

DUTY AREA 01 - CORRESPONDENCE

TASK: 0151.01.01 TYPE DRAFTED MATERIAL

CONDITION(S): Given drafted material, end user computer equipment (EUCE), blank forms/paper, and typing instructions.

STANDARD(S): At a speed of 25 words per minute, without error, per MCO P1200.7, SECNAVINST 5216.5, and appropriate software operating instructions.

PERFORMANCE STEPS:

1. Operate EUCE.
2. Create document.
3. Edit document.
4. Print document.

REFERENCE(S):

1. Appropriate equipment/software/operating instructions
2. MCO P1200.7, Military Occupational Specialty (MOS) Manual
3. SECNAVINST 5216.5, Department of the Navy Correspondence Manual

ADMINISTRATIVE INSTRUCTIONS: While error-free is the standard desired, errors are anticipated and should be used to determine remedial training.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* General office supplies
- 

TASK: 0151.01.02 MARK CLASSIFIED CORRESPONDENCE, DOCUMENTS AND MESSAGES

CONDITION(S): Given classified correspondence, documents, messages, and the references.

STANDARD(S): Per MCO P5720.56, NTP 3, OPNAVINST 5510.1 and SECNAVINST 5216.5.

PERFORMANCE STEPS:

1. Determine appropriate classification.
2. Mark appropriate classification on the correspondence, document or message.

REFERENCE(S):

1. MCO P5720.56, Availability to the Public of USMC Records
2. NTP 3, Naval Telecommunications Users Manual
3. OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation
4. SECNAVINST 5216.5, Department of the Navy Correspondence Manual

ADMINISTRATIVE INSTRUCTIONS:

1. The Marine must have the appropriate level security clearance and access granted for the type of classified material being marked.
2. Ensure the Marine is aware of the requirements for the security and safeguard of classified material.
3. Consult NTP-3 and SECNAVINST 5216.5 when preparing Naval Messages and correspondence.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (LCpl)

TRAINING MATERIEL:

1. \* Classified correspondence, documents, and messages requiring marking
- 

TASK: 0151.01.03 TYPE NAVAL CORRESPONDENCE

CONDITION(S): Given EUCE, general office supplies, a rough draft, and references.

STANDARD(S): For signature, without errors in format or typing, per the applicable references.

PERFORMANCE STEPS:

1. Assign the correct Standard Subject Identification Code (SSIC).
2. Utilize MCO P1070.12 for abbreviations in correspondence.
3. Prepare correspondence for signature utilizing appropriate Marine Corps standard software packages:
  - a. Prepare a standard letter.
  - b. Prepare a new page endorsement.
  - c. Prepare a same page endorsement.
  - d. Prepare a business letter.
  - e. Prepare an administrative action form.



- f. Prepare a naval message.
4. Review correspondence for accuracy.
  - a. Ensure SSIC is correct.
  - b. Ensure format is correct.
  - c. Ensure abbreviations are correct.
  - d. Ensure spelling and grammar are correct.
  - e. Ensure there are no mathematical or numbering errors.
  - f. Ensure there are clear, concise sentences.
5. Make necessary corrections.
6. Submit for signature.

REFERENCE(S):

1. MCO 5216.19, Administrative Action (AA) Form, [NAVMC 10274](#)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MTF, United States Message Text Format (MTF) Joint Users Handbook
4. NAVMC 2761, Catalog of Publications
5. NTP 3, Naval Telecommunications Users Manual
6. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
7. SECNAVINST 5216.5, Department of the Navy Correspondence Manual

ADMINISTRATIVE INSTRUCTIONS: While error-free is the standard desired, errors are anticipated and should be used to determine remedial training.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
2. \* General office supplies
3. \* Rough draft of correspondence

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ENCLOSURE (6)

DUTY AREA 02 - FILES AND DIRECTIVES

TASK: 0151.02.01 MAINTAIN CORRESPONDENCE FILES

CONDITION(S): Given a requirement to maintain correspondence files, general office supplies, a files outline, and references.

STANDARD(S): Per MCO 5210.11, MCO P5000.14, MCO P5211.2, SECNAVINST 5210.11 and SECNAVINST 5212.5.

PERFORMANCE STEPS:

1. Identify SSIC for use in preparing file folders.
2. Prepare file folder labels.
3. Prepare files outline.
4. Type Privacy Act Statement.
5. File correspondence in applicable file folders.
6. Conduct annual year-end disposal/retention actions.

REFERENCE(S):

1. MCO 5210.11, Records Management Program for the Marine Corps
2. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
3. MCO P5211.2, The Privacy Act of 1974
4. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
5. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* General office supplies
- 

TASK: 0151.02.02 MAINTAIN THE DIRECTIVES CONTROL POINT (DCP)

CONDITION(S): Given blank/established [NAVMC 10974](#)(s) (Directive Review), directives checklists, directives, changes, and access to the Publications Listing (PL), MCPDS and the Internet for access to MCDEL.

STANDARD(S): Per the references, maintaining mission essential publications and directives, as required.

PERFORMANCE STEPS:

1. Prepare NAVMC 10974 (Directive Review).
2. Prepare checklists of command issued directives.
3. Establish a PL within the Marine Corps Publication Distribution System (MCPDS).
4. Audit higher headquarters' directive system checklist and maintain directives, as required.
5. File master directives, per the references.
  - a. Receive published change(s).
  - b. Follow guidance per directive change.
  - c. File page changes, as required.
  - d. Make pen and ink changes, as required.
  - e. Make change notation on promulgation page for letter-type directives/bulletins.
  - f. Complete Record of Changes page in manual-type directives.
6. Enter changes to the PL through MCPDS, as required.
7. Requisition missing directives.
8. File Naval directives.

REFERENCE(S):

1. MCO 5210.11, Records Management Program for the Marine Corps
2. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
3. MCO P5215.1, Marine Corps Directives System
4. MCO P5600.31, Marine Corps Publication and Printing Regulations
5. NAVMC 2761, Catalog of Publications
6. UM-MCPDS 5605, Marine Corps Publications Distribution System

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Publications Distribution System (MCPDS)
2. \* Access to the Internet
3. \* Access to the Marine Corps Directives Electronic Library (MCDEL)

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4. \* End User Computer Equipment (EUCE)
  5. \* General office supplies
  6. \* NAVMC 10974, Directive Review
  7. \* Publications Listing (PL)
- 

TASK: 0151.02.03 TYPE COMMAND ISSUED DIRECTIVES

CONDITION(S): Given EUCE, general office supplies, and provided a rough draft of the directive.

STANDARD(S): Without grammatical, typographical, or format error(s), per MCO P5215.1 and MCO P5600.31.

PERFORMANCE STEPS:

1. Determine the type of directive.
2. Prepare the directive.
  - a. Prepare a letter-type order.
  - b. Prepare a manual-type order.
  - c. Prepare a bulletin.
  - d. Prepare a change transmittal.
3. Submit prepared directive with documentation for signature to the Admin Chief.
4. Forward the directive for publication.

REFERENCE(S):

1. MCO P5215.1, Marine Corps Directives System
2. MCO P5600.31, Marine Corps Publication and Printing Regulations

ADMINISTRATIVE INSTRUCTIONS: While error-free is the standard desired, errors are anticipated and should be used for remedial training.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* General office supplies
- 

TASK: 0151.02.04 MAINTAIN NAVAL DIRECTIVES SYSTEM

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CONDITION(S): Given references, naval directives, changes, naval directives checklists, and a requirement to maintain naval directives.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Determine requirement for naval directives.
2. File naval directives.
3. Incorporate changes to naval directives.
4. Audit the naval directives checklists.
5. Prepare requisitions for missing naval directives.

REFERENCE(S):

1. MCO 5215.12, Managing and Maintaining Navy Directives Files and Establishing "Must Hold" Lists
2. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
3. NAVSUP 600D, Navy Logistics Library
4. OPNAVNOTE 5400, Standard Naval Distribution List (SNDL), Parts 1 & 2
5. SECNAVINST 5215.1, Department of the Navy Directives Issuance System

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* General office supplies
2. \* Naval Directives
3. \* Naval Directives Checklist

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TASK: 0151.02.05 ROUTE CORRESPONDENCE AND MESSAGES

CONDITION(S): Given letters, memoranda, local Standing Operating Procedures SOP), and messages for processing.

STANDARD(S): Accurately, per MCO P5000.14.

PERFORMANCE STEPS:

1. Receive correspondence/messages.
2. Make log entry to document receipt and section responsible for action.
3. Route correspondence/messages to appropriate section.

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REFERENCE(S):

1. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS: Route per local SOP.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* General office supplies
  2. \* Local Message Distribution System
  3. \* Messages
- 

TASK: 0151.02.06 MONITOR FLEET HOMETOWN NEWS RELEASES (FHNR)

CONDITION(S): Given EUCE, general office supplies, and a requirement for submission of a Fleet Hometown News Release (FHNR).

STANDARD(S): Per SECNAVINST 5720.44A, SECNAVINST 5724.3 and within time constraints established in local directives.

PERFORMANCE STEPS:

1. Provide instructions for completion of forms.
2. Review forms for completeness.
3. Process form, as required.
4. Maintain Fleet Hometown News Release (FHTNR) log.

REFERENCE(S):

1. SECNAVINST 5720.44A, Department of the Navy Public Affairs Policy and Regulations
2. SECNAVINST 5724.3, Instructions and Policy Concerning Fleet Hometown News Program

ADMINISTRATIVE INSTRUCTIONS: Review local directives for detailed instructions concerning submission of completed forms and time constraints.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (LCpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* General office supplies
-

TASK: 0151.02.07 EDIT COMMAND ISSUED DIRECTIVES

CONDITION(S): Given an unedited command issued directive, general office supplies, and the references.

STANDARD(S): Per MCO P5215.1 with no typographical, grammatical, or format errors.

PERFORMANCE STEPS:

1. Edit command issued directives, per the references:
  - a. Edit a letter-type order.
  - b. Edit a manual-type order.
  - c. Edit a bulletin.
  - d. Edit a change transmittal.
2. Return command issued directive to typist for correction or submit for signature.

REFERENCE(S):

1. MCO P5215.1, Marine Corps Directives System

ADMINISTRATIVE INSTRUCTIONS: While error-free is the standard desired, errors are anticipated and should be used for remedial training.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
2. \* General office supplies
3. \* [NAVMC 10974](#), Directive Review

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DUTY AREA 03 - SERVICE RECORDS

TASK: 0151.03.01 AUDIT SERVICE RECORDS (SRB/OQR)

CONDITION(S): Given a completed service record (SRB/OQR), source documents, access to MCTFS data base, a requirement to audit the record, and references.

STANDARD(S): Per MCO P1070.12, MCO P1080.20, MCO P1080.40, DFAS-KC 7220.31, and in consonance with information maintained in the MCTFS data bases.

PERFORMANCE STEPS:

1. Determine occasion for the audit.
2. Conduct audit in the presence of the Marine.
3. Verify information contained in the service record against source documents.
4. Screen document side of service record and remove extraneous material.
5. Determine corrective action necessary to resolve discrepancies.
6. Initiate corrective action.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: In the event that a member is not available for audit due to operational commitments, the audit will be conducted without the member present.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
3. \* Service Record Source Documents

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TASK: 0151.03.02 SAFEGUARD CONTROLLED FORMS

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CONDITION(S): Given a requirement to prepare a controlled form, a blank controlled form, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Safeguard ID cards (DD Form 2 (ACT), DD Form 2 (RES), DD Form 2 (RET), DD Form 1173, and DD Form 1173-1), per MCO P5512.11.
  - a. Identify preparation requirement.
  - b. Obtain blank card.
  - c. Maintain accountability.
  - d. Enter required information into the control log.
2. Safeguard meal cards (DD Form 714), per MCO 10110.47.
  - a. Identify preparation requirement.
  - b. Obtain blank card.
  - c. Maintain accountability.
  - d. Enter required information into the control log.
3. Safeguard separation documents (DD Forms 214/214WS/215), per MCO P1900.16.
  - a. Identify preparation requirement.
  - b. Obtain blank form(s).
  - c. Maintain accountability.
  - d. Enter the required information into the control log.

REFERENCE(S):

1. MCO 10110.47, Basic Allowance for Subsistence
2. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
3. MCO P4400.150, Consumer Level Supply Policy Manual
4. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
5. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals
6. SL-8-09993A, Marine Corps Stock List of Blank Forms

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

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TRAINING MATERIEL:

1. \* DD Form 1173, Uniformed Services Identification & Privilege Card
  2. \* DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card
  3. \* DD Form 2 (ACT), Armed Forces of the United States-Geneva Convention Identification Card (Active)
  4. \* DD Form 2 (RES), Armed Forces of the United States-Geneva Convention Identification Card (Reserves)
  5. \* DD Form 2 (RET), United States Uniformed Services Identification Card (Retired)
  6. \* DD Form 214, Certificate of Release or Discharge from Active Duty
  7. \* DD Form 214WS, Certificate of Release or Discharge from Active Duty (Worksheet)
  8. \* DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty
  9. \* DD Form 714, Meal Card
- 

TASK: 0151.03.03 COMPUTE READJUSTED PAY ENTRY BASE DATE (PEBD)

CONDITION(S): Given a completed service record (SRB/OQR), a requirement for recomputation of the PEBD, and references.

STANDARD(S): Accurately, per DODFMR, MCO P5000.14, MCO 1080.40 and DFAS-KC 7220.31.

PERFORMANCE STEPS:

1. Receive documentation requiring recomputation of PEBD.
2. Extract information from the service record (SRB/OQR) required to compute the PEBD.
3. Perform computation.
4. Forward recomputed PEBD data to Unit Diary Section for entry into MCTFS.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DODFMR, Department of Defense Financial Management Regulation

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3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

4. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. Review computational procedures contained in the references prior to training.
2. The Decision Logic Table is found in Appendix C of MCO P5000.14.
3. A thorough review of the Decision Logic Table should be accomplished prior to readjustment of PEBD.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0151.03.04 COMPUTE READJUSTED ARMED FORCES ACTIVE DUTY BASE DATE (AFADBD)

CONDITION(S): Given a completed service record (SRB/OQR), a situation requiring adjustment to the AFADBD, and references.

STANDARD(S): Accurately, per DODFMR, MCO P1080.40 and DFAS-KC 7220.31.

PERFORMANCE STEPS:

1. Receive documentation that requires recomputation of AFADBD.
2. Extract information from the service record (SRB/OQR) required to compute the AFADBD.
3. Perform computation.
4. Forward recomputed AFADBD data to Unit Diary Section for entry into MCTFS.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DODFMR, Department of Defense Financial Management Regulation
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: Review computational procedures contained in the DODPM prior to training.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

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TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  2. \* Service Record Source Documents
- 

TASK: 0151.03.05 MAINTAIN STANDARD PAGES OF SERVICE RECORD BOOK (SRB)/OFFICER QUALIFICATION RECORD (OQR)

CONDITION(S): Given an SRB/OQR, service record source documents, and references.

STANDARD(S): Per MCO P1070.12, MCO P1080.20 and MCO P1080.40.

PERFORMANCE STEPS:

1. Determine the SRB/OQR entry required.
2. Determine the standard page affected by the entry requirement.
3. Extract appropriate information from SRB/OQR source documents.
4. Make appropriate/required entries into the SRB/OQR.
5. Submit SRB/OQR for entry certification, as required.
6. Forward to Unit Diary Section for required MCTFS entries, as appropriate.
7. Monitor Diary Feedback Reports to ensure appropriate entries have posted to MCTFS.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS:

1. Thoroughly review references prior to conducting training.
2. Ensure training includes procedures for making entries, authorized methods for correction, signature requirements, and preparation of supplemental page(s).

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Diary Feedback Report
2. \* General office supplies

3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  4. \* Service Record Source Documents
- 

TASK: 0151.03.06 MAINTAIN DOCUMENT SIDE OF SERVICE RECORDS (SRB/OQR)

CONDITION(S): Given an SRB/OQR, service record documents, and references.

STANDARD(S): Per MCO P1070.12.

PERFORMANCE STEPS:

1. Determine the requirement for the document.
2. Verify document completion.
3. File the document.
4. Perform periodic review of documents to determine appropriate material is filed.
5. Acquire missing documents.
6. Remove extraneous documents, as required.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)

ADMINISTRATIVE INSTRUCTIONS:

1. The standard is driven by the pertinent directive for each form.
2. Review Chapters 3 and 4 of the IRAM to determine which documents are required.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  2. \* Service Record Source Documents
- 

TASK: 0151.03.07 TYPE PROMOTION WARRANTS

CONDITION(S): Given a blank SNCO Promotion Certificate (DD 216MC), a completed SRB, a situation requiring preparation of a Certificate of Appointment, and references.

STANDARD(S): Without typographical or format errors, per MCBUL 1400 series, MCO P1400.32 and promotion period announcement.

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PERFORMANCE STEPS:

1. Verify eligibility and commander's recommendation per guidance published in promotion period announcement.
2. Extract information from the SRB required to prepare the [DD Form 216MC](#).
3. Prepare the [DD Form 216MC](#).
4. Submit [DD Form 216MC](#) for signature.

REFERENCE(S):

1. MCBUL 1430 SERIES, Marine Corps Bulletin (Promotions)
2. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions

ADMINISTRATIVE INSTRUCTIONS:

1. MCO P1400.32 contains detailed instructions concerning promotions to the grade of Private First Class through Sergeant.
2. MCO P1400.32 should be thoroughly reviewed prior to training.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* [DD Form 216MC](#), Staff Non Commissioned Officer (SNCO) Promotion Certificate
2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)

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ENCLOSURE (6)

DUTY AREA 04 - ADMINISTRATIVE SUPPORT

TASK: 0151.04.01 PREPARE ENLISTED REDUCTIONS

CONDITION(S): Given documents directing a Marine's reduction and references.

STANDARD(S): Within prescribed guidelines, per the references.

PERFORMANCE STEPS:

1. Prepare the reduction order.
2. Submit reduction order for signature.
3. Distribute reduction order.
4. Obtain recommended reduction conduct and duty proficiency marks, if applicable.
5. Submit reduction order and, if applicable, recommended conduct and duty proficiency marks, for unit diary reporting.
6. Prepare reduction fitness report, if applicable.

REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
5. MCO P1610.7, Performance Evaluation System (PES)
6. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Source Documents
- 

TASK: 0151.04.02 TYPE FITNESS REPORTS

CONDITION(S): Given a fitness report requirement and the references.

STANDARD(S): Accurately, per MCO P1610.7 and MCO P1080.20.

PERFORMANCE STEPS:

1. Insert standard identification on the Fitness Report Form.

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2. Verify information contained in the Fitness Report.
3. Type appropriate Fitness Report comments.
4. Review completed Fitness Report for accuracy.
5. Submit Fitness Report for final review.
6. Forward prepared Fitness Report to Marine reported on (MRO).
7. Maintain log.

REFERENCE(S):

1. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCO P1610.7, Performance Evaluation System (PES)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Completed Fitness Report
- 

TASK: 0151.04.03 PREPARE DOCUMENTATION FOR SEPARATION

CONDITION(S): Given a completed service record (SRB/OQR), blank forms, a situation requiring a Marine's separation, and the references.

STANDARD(S): Without typographical/informational error, per the references.

PERFORMANCE STEPS:

1. Extract information from the SRB/OQR.
2. Advise the Marine of the separation process.
3. Prepare separation documents as specified, per references and local instructions.
4. Make service record entries, as required.
5. Obtain signatures on documents.
6. Obtain signatures in SRB/OQR.
7. Ensure entries are reported in the unit diary.
8. Distribute separation documents as specified, per references and local instructions.
9. Forward SRB/OQR, per MCO 1070.12.



REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1741.11, Survivor Benefit Plan
5. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
6. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: If Joint Separation Unit/Center is available, coordinate step 3 per local policy.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0151.04.04 PREPARE AN APPLICATION FOR THE UNIFORMED SERVICES IDENTIFICATION CARD - DEERS ENROLLMENT (DD FORM 1172)

CONDITION(S): Given a service record (SRB/OQR), blank DD Form 1172, supporting documents, a requirement to prepare an application, and references.

STANDARD(S): Without error, per MCO P5512.11.

PERFORMANCE STEPS:

1. Review all available supporting documents to ensure that the Marine's dependents are authorized.
2. Prepare the DD Form 1172.
3. Submit the DD Form 1172 to the certifying officer for signature.
4. Provide the Marine with the certified DD Form 1172 and instructions, per local procedures, on how to obtain an identification card for dependent(s).
5. Complete the requirements for the Real-time Automated Personnel Identification System (RAPIDS) sites, if applicable.
6. Forward DD Form 1172 for update of DEERS data base, if required.
7. File DD Form 1172 on document side of SRB/OQR after administrative requirements are completed.

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ENCLOSURE (6)

REFERENCE(S):

1. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals

ADMINISTRATIVE INSTRUCTIONS:

1. See MCO P5512.11 for [DD Form 1172](#) completion instructions.
2. Supporting documents to ensure [DD Form 1172](#) eligibility may include: [NAVMC 10922](#) (Dependency Application), Divorce Decree, Marriage Certificate, Adoptions Certificate, and Birth Certificate.
3. MCO P5211.2, The Privacy Act of 1974, applies.
4. PC-based [DD Form 1172](#) preparation software is available from CMC (MHP-20), for those commands who do not have on-line preparation capabilities.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* [DD Form 1172](#), Application for Uniformed Services Identification Card-DEERS Enrollment
  2. \* End User Computer Equipment (EUCE)
  3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  4. \* Source Documents
- 

TASK: 0151.04.05 PREPARE PAY RELATED DOCUMENTS

CONDITION(S): Given pay related source documentation, applicable blank forms, and the references.

STANDARD(S): Without typographical/informational error, per the references.

PERFORMANCE STEPS:

1. Review the source documentation.
2. Verify completeness of source documentation.
3. Review applicable references for all pay and allowance entitlements, as required.
4. Complete applicable pay related documents, per the references.
5. Present to supervisor for review.
6. Correct documents, as required.
7. Distribute pay related documents, per the references and local procedures.

REFERENCE(S) :

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DFAS-KC 7220.45-R, Bond and Allotment Manual
3. DODFMR, Department of Defense Financial Management Regulation
4. JFTR, Joint Federal Travel Regulation, Vol I
5. MCO 1560.28B, Veteran's Educational Assistance Benefits
6. MCO 6000.1, Tricare Family Member Dental Plan
7. MCO 7220.12, Special Duty Assignment Pay Program
8. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy
9. MCO 7220.24, Selective Reenlistment Bonus (SRB) Program
10. MCO 7220.52, Foreign Language Proficiency Pay (FLPP) Program
11. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
12. MCO P10110.14, Food Service Standing Operating Procedures (SOP)
13. MCO P1070.12, Individual Records Administration Manual (IRAM)
14. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
15. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
16. MCO P1741.8, Government Life Insurance Manual
17. MCO P1751.3, Basic Allowance for Housing (BAH)
18. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
19. MCO P3000.15, Manpower Unit Deployment Program Standing Operating Procedures (Manpower UDP SOP)
20. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Applicable blank forms
2. \* Source Documents

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TASK: 0151.04.06 VERIFY PAY AND ALLOWANCES

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ENCLOSURE (6)

CONDITION(S): Given a completed service record (SRB/OQR), completed documentation substantiating entitlement to pay and allowances with source documents, and the references.

STANDARD(S): Per the references and within the prescribed timeframes.

PERFORMANCE STEPS:

1. Verify the eligibility of the Marine to receive the entitlement.
2. Advise the Marine on eligibility.
3. Verify the document(s) substantiating the pay entitlement(s) is/are accurately completed.
4. Ensure the document(s) substantiating the pay entitlement(s) is/are completed within the prescribed timeframe.
5. Return document(s) for correction, as required.
6. Submit documents for signature.
7. Distribute documentation, as required.

REFERENCE(S):

1. DFAS-KC 7220.45-R, Bond and Allotment Manual
2. DODFMR, Department of Defense Financial Management Regulation
3. JFTR, Joint Federal Travel Regulation, Vol I
4. MCO 1560.28B, Veteran's Educational Assistance Benefits
5. MCO 6000.1, Tricare Family Member Dental Plan
6. MCO 7220.12, Special Duty Assignment Pay Program
7. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy
8. MCO 7220.24, Selective Reenlistment Bonus (SRB) Program
9. MCO 7220.52, Foreign Language Proficiency Pay (FLPP) Program
10. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
11. MCO P10110.14, Food Service Standing Operating Procedures (SOP)
12. MCO P1070.12, Individual Records Administration Manual (IRAM)
13. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)

14. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
15. MCO P1741.8, Government Life Insurance Manual
16. MCO P1751.3, Basic Allowance for Housing (BAH)
17. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
18. MCO P3000.15, Manpower Unit Deployment Program Standing Operating Procedures (Manpower UDP SOP)
19. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
20. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* Applicable blank forms
  2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  3. \* Source Documents
- 

TASK: 0151.04.07 ADMINISTER AUTOMATED ORDER WRITING PROCESS (AOWP)

CONDITION(S): Given AOWP printout and the references.

STANDARD(S): Per MCO 1326.5, MCO P1000.6, MCO P1080.40 and insuring requirement is completed within 30 days of receipt.

PERFORMANCE STEPS:

1. Receive AOWP permanent change of station (PCS) orders on a routine basis.
2. Report unit diary entry to acknowledge receipt of AOWP PCS orders.
3. Review information contained in AOWP PCS orders for any additional unit diary requirements.
4. Forward AOWP PCS orders for endorsement, preparation of applicable screening checklists, and delivery to the Marine concerned.

REFERENCE(S):

1. MCO 1326.5, Automated Order Writing Process (AOWP)
2. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)

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3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting  
Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command Information Systems Management Officer (ISMO) and the Manpower Information Systems Support Office (MISSO).

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Automated Order Writing Process (AOWP) printout

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DUTY AREA 05 - UNIT DIARY

TASK: 0151.05.01 EXTRACT INFORMATION FROM MCTFS

CONDITION(S): Given EUCE, access to MCTFS, MCTFS Reports, access to CICS, service records (SRB/OQR), a situation requiring research, and the references.

STANDARD(S): Per MCO P1070.12, MCO P1080.20, MCO P1080.40 AND DFAS-KC 5200.22.

PERFORMANCE STEPS:

1. Access CICS.
2. Retrieve required information.
3. Verify information against service record, MCTFS reports, and other documents.
4. Submit research results to applicable section to correct deficiencies or errors noted.
5. Advise supervisor of action taken or required.

REFERENCE(S):

1. DFAS-KC 5200.22, Video Inquiry System Users Manual
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: See MCO P1080.20 for additional information.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Access to the Customer Information Control System (CICS)
3. \* End User Computer Equipment (EUCE)
4. \* Marine Corps Total Force System (MCTFS) Management Reports
5. \* Service Record Book (SRB)/Officer Qualification Record (OQR)

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TASK: 0151.05.02 PREPARE UNIT DIARY (UD)

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CONDITION(S): Given EUCE, source documents, a UD reporting requirement, and the references.

STANDARD(S): Without error and per MCO P1080.20 and MCO P1080.40.

PERFORMANCE STEPS:

1. Review the source document to determine the transactions to report.
2. Refer to the references for correct content within the transaction.
3. Determine the type transaction code (TTC) and sequence number for the transaction.
4. Prepare rough UD.
5. Verify UD transactions.
6. Correct rough UD, as required.
7. Print rough UD.
8. Submit UD to supervisor for review and/or certification.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: See MCO P1080.20 for further information.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Source Documents
- 

TASK: 0151.05.03 VERIFY UNIT DIARY TRANSACTIONS

CONDITION(S): Given EUCE, source documents, a unit diary reporting requirement, and the references.

STANDARD(S): Per MCO P1080.40 (MCTFSPRIM) and in consonance with source documents.

PERFORMANCE STEPS:

1. Print rough working unit diary document.

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2. Compare source documents and rough unit diary for accuracy.
3. Make appropriate corrections.
4. Print corrected rough document.
5. Submit rough unit diary document and source documents to the supervisor.

REFERENCE(S):

1. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: See MCO P1080.20 for additional information.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Source Documents
- 

TASK: 0151.05.04 AUDIT UNIT DIARY (UD) MANAGEMENT REPORTS

CONDITION(S): Given EUCE, access to MCTFS, UD Management Reports, the requirement for an audit, and the references.

STANDARD(S): Per MCO P1080.20 and MCO P1080.40.

PERFORMANCE STEPS:

1. Access required reports from MCTFS.
2. Examine reports for accuracy.
3. Submit corrections on the unit diary, as required.

REFERENCE(S):

1. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* End User Computer Equipment (EUCE)
3. \* Unit Diary Management Reports

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DUTY AREA 06 - LEGAL ADMINISTRATION

TASK: 0151.06.01 COMPLETE ADMINISTRATIVE REQUIREMENTS FOR ABSENTEES/DESERTERS

CONDITION(S): Given service record (SRB), DD Form 553, DD Form 616, a report of unauthorized absence, and references.

STANDARD(S): Per the references, without typographical/informational error and within established timeframes.

PERFORMANCE STEPS:

1. Receive report of unauthorized absence.
2. Submit a message report on absentee officers.
3. Verify that the unit diary entry is completed (MCO P1080.40).
4. Ensure the following are accomplished:
  - a. Page 3 entry in service record with date to UA or date declared deserter.
  - b. Page 12 entry in service record with date to UA or date declared deserter.
5. Ensure appropriate documents are filed in SRB to include Personal Effects Inventory Sheet.
6. Ensure the Primary Next of Kin is telephonically notified within 48 hours.
7. Prepare a letter to the Primary Next of Kin prior to the tenth day of unauthorized absence.
8. Mail letter to the Primary Next of Kin prior to the tenth day of unauthorized absence.
9. Ensure copy of the letter to the Primary Next of Kin is placed on the document side of the SRB.
10. Prepare BAH Entitlement Notification letter on the 21st day of absence.
11. File a copy of the BAH Entitlement Notification Letter on the document side of the SRB.
12. Prepare and distribute DD Form 553 on the 31st day of absence.
13. Ensure the following are accomplished:
  - a. UD entry is made Drop/Declare Deserter.
  - b. Page 3 entry Drop/Declare Deserter.
  - c. Page 12 entry.

14. Obtain health and dental records of absentee/deserter and place with SRB (MANMED).
15. Recover dependent ID cards, if applicable (MCO P5512.11).
16. Forward SRB/Health/Dental records on 91st day of absence (MCO P1070.12).
17. Publish and distribute a **DD Form 616** upon joining a Marine from desertion (MCO P5800.16).
18. Ensure the following are accomplished upon return from unauthorized absence/desertion:
  - a. UD entries
  - b. Page 3 entry in service record
  - c. Page 12 entry in service record
19. Type a Charge Sheet, **DD Form 458**, as applicable.
20. Request SRB from former command or CMC, as appropriate.
21. Type Unit Punishment Book sheet.
22. Submit results of nonjudicial punishment, if applicable, for completion of SRB and unit diary entries.
23. File completed Unit Punishment Book sheet in Unit Punishment Book binder and correspondence files with applicable documents.

REFERENCE(S):

1. Manual for Courts-Martial United States 1984, current edition
2. JAGINST 5800.7, Manual of the Judge Advocate General
3. MANMED, Manual of the Medical Department (MANMED)
4. MCO P1070.12, Individual Records Administration Manual (IRAM)
5. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
6. MCO P11000.16, Real Property Facilities Manual, Volume I
7. MCO P1751.3, Basic Allowance for Housing (BAH)
8. MCO P4050.38, Personal Effects and Baggage Manual
9. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

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10. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals

11. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

ADMINISTRATIVE INSTRUCTIONS: Sample legal action checklists for various categories of legal administration are contained in MCO P5000.14, MCAP.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* DD Form 553, Deserter/Absentee Wanted by the Armed Forces
  2. \* DD Form 616, Report of Return of Absentee
  3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0151.06.02 PREPARE UNIT PUNISHMENT BOOK (UPB)

CONDITION(S): Given an offense report, a UPB binder, a blank UPB sheet, and the references.

STANDARD(S): Per Manual for Courts-Martial, MCO P5000.14, MCO P1070.12, MCO P1080.40 and MCO P5800.16.

PERFORMANCE STEPS:

1. Prepare blocks 1 through 5 of the UPB sheet prior to nonjudicial punishment (NJP).
2. Complete blocks 8 through 19 of the UPB sheet after NJP.
3. Attach all documentation to the UPB sheet.
4. Forward UPB sheet to UD and SRB section for appropriate entries and completion of the UPB sheet.
5. File UPB sheet in UPB binder and correspondence files with applicable documents.

REFERENCE(S):

1. Manual for Courts-Martial United States 1984, current edition
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
5. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

ADMINISTRATIVE INSTRUCTIONS: Sample legal action checklists for various categories of legal administration are contained in MCO P5000.14, MCAP.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Unit Punishment Book (UPB) Binder with completed UPB sheet
- 

TASK: 0151.06.03 PREPARE GENERAL LEGAL ADMINISTRATIVE DOCUMENTS

CONDITION(S): Given a service record and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Type documents required to complete an administrative separation package and appellate leave package.
2. Type confinement order.
3. Type release from confinement order.
4. Type courts-martial order.
5. Type Record of Conviction by Courts Martial.
6. Type Supplementary Record of Conviction by Court-Martial.
7. Forward documents for signature.
8. Distribute completed documents.
9. Forward documents for completion of SRB and unit diary entries.

REFERENCE(S):

1. Manual for Courts-Martial United States 1984, current edition
2. JAGINST 5800.7, Manual of the Judge Advocate General
3. MCO P1070.12, Individual Records Administration Manual (IRAM)
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
5. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
6. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
7. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

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ADMINISTRATIVE INSTRUCTIONS:

1. Sample legal action checklists for various categories of legal administration are contained in MCO P5000.14, MCAP.

2. The requirement to prepare certain documents may not be required when the command is provided legal support by a Legal Services Support Element (LSSE) or Staff Judge Advocate (SJA) office.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)

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DUTY AREA 07 - GENERAL ADMINISTRATION

TASK: 0151.07.01 TYPE DAILY STRENGTH REPORT

CONDITION(S): Given input from subordinate units/sections, references and the appropriate equipment.

STANDARD(S): Per UD/MIPS Users Guide and without informational error.

PERFORMANCE STEPS:

1. Consolidate figures provided by subordinate units/sections.
2. Review previous Daily Strength Report and compare against consolidated figures to identify changes.
3. Submit completed Daily Strength Report to supervisor.
4. Type Daily Strength Report and incorporate changes identified during review.

REFERENCE(S):

1. UD/MIPS USER'S GUIDE, Unit Diary/Marine Integrated Personnel System User's Guide

ADMINISTRATIVE INSTRUCTIONS:

1. In addition to documenting on-board chargeable and non-chargeable strength figures, the morning report should include, but not be limited to, the number of Marines in the following types of duty status or category: Unauthorized absence (UA), (deserter, confinement, hospitalized), In Hands of Civil Authorities (IHCA), In Hands of Foreign Authorities (IHFA), temporary duty/temporary additional duty (TDY/TAD), Fleet Marine Force Personnel Assistance Program (FAP), special liberty, transfers, joins, drops, and leave.

2. The UD/MIPS provides a means by which morning reports can be prepared by combining data resident in MCTFS and information provided by subordinate units/sections.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Daily Strength Report
2. \* Data from subordinate units/sections

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TASK: 0151.07.02 PREPARE COMMAND SPECIAL ORDERS

CONDITION(S): Given the references and the appropriate equipment.

STANDARD(S): Per MCO P1000.6.

PERFORMANCE STEPS:

1. Assign consecutive number to the special order and maintain control log.
2. Determine category of information to be directed/effected.
3. Determine distribution requirements of the special order, per local directives.
4. Type the special order in the format prescribed for the selected category(ies).
5. Submit the special order for review and signature.
6. Reproduce distribution copies of the special order.
7. Stamp a signed copy of the special order with "ORIGINAL ORDERS" stamp for each individual listed.
8. Mark one signed copy of the special order as the "Official File Copy".
9. Distribute the special order as indicated in the distribution section of the special order.

REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)

ADMINISTRATIVE INSTRUCTIONS: Some categories for special orders are: reduction, assignment, reassignment, primary duties, and additional duties.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Special Order
  3. Typewriter
- 

TASK: 0151.07.03 PROCESS TEMPORARY ADDITIONAL DUTY (TAD) ORDERS

CONDITION(S): Given TAD Orders, references and the appropriate equipment.

STANDARD(S): Without format or entitlement errors, per JFTR, MCO P1000.6, MCO P4650.37, and MCO P5000.14.

PERFORMANCE STEPS:

1. Determine need for TAD orders.
2. Submit request to fiscal/budget/comptroller office.
3. Access SABRS.

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4. Print TAD orders from SABRS.
5. Verify printed TAD orders for correctness.
6. Submit TAD orders for signature.
7. Stamp the signed copy of the TAD orders with "ORIGINAL ORDERS" stamp for each individual listed.
8. Ensure official file copy of TAD orders is forwarded for filing in official command files.
9. Ensure copy of TAD orders forwarded to UD clerk for applicable reporting, if necessary.
10. Forward TAD orders to the finance/disbursing officer for travel advance, if applicable.
11. Maintain TAD log, if applicable.
12. Monitor preparation of travel claim and submission of TAD orders for liquidation of travel.
13. Submit copy of liquidated travel claim to fiscal/budget/comptroller office to reconcile travel in SABRS.

REFERENCE(S):

1. JFTR, Joint Federal Travel Regulation, Vol I
2. MCO 4600.40, Government Travel Charge Card Program
3. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
5. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
6. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. Some commands may use different formats for TAD while all required information remains the same.
2. Some TAD orders may require endorsement or modification.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Standard Accounting, Budgeting and Reporting System (SABRS)
2. \* DD Form 1351-2, Travel Voucher or Subvoucher

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3. \* Temporary Additional Duty (TAD) Orders

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TASK: 0151.07.04 COMPLETE PERMANENT CHANGE OF STATION (PCS) ORDERS

CONDITION(S): Given an Automated Order Writing Process (AOWP) printout or message directing a Marine's PCS, and the references.

STANDARD(S): Per the references and within 30 days of receipt of the AOWP printout/message.

PERFORMANCE STEPS:

1. Receive AOWP PCS orders or CMC messages directing PCS on a routine basis.
  - a. Ensure UD entry was made acknowledging receipt of AOWP PCS orders.
  - b. Review information contained in AOWP PCS orders for any additional unit diary requirements.
2. Review information contained in AOWP/message to determine PCS orders preparation requirements.
3. Screening checklists:
  - a. Forward necessary screening checklists to the Marine's immediate commander for completion, if applicable.
  - b. Provide dependent(s) overseas screening checklist to Marine for completion, if applicable.
  - c. Distribute completed screening checklists, if applicable.
4. Interview Marine to acquire information necessary to complete PCS orders, such as type travel, number of travel days authorized and detachment date. Prepare request for no-fee passport, if applicable.
5. Prepare PCS orders.
6. Prepare receiving endorsement to PCS orders.
7. Submit request for dependent entry approval/area clearance, if applicable.
8. Submit port call request, if applicable.
9. Submit request for overseas transportation, if applicable.
10. Deliver original orders and retain official file copy for correspondence files and required documents.
11. Forward official file copy of PCS orders to Unit Diary Section.

REFERENCE(S):

1. Foreign Area Clearance Guide
2. BUMEDINST 6230.15, Immunizations and Chemoprophylaxis
3. DODFMR, Department of Defense Financial Management Regulation
4. JFTR, Joint Federal Travel Regulation, Vol I
5. MCO 1306.2, Assignment to Marine Security Guard Duty with the Department of State's Foreign Service Establishments
6. MCO 1320.11, Marine Corps Personnel Sponsorship Program
7. MCO 1326.5, Automated Order Writing Process (AOWP)
8. MCO 1326.6, Selection, Screening, and Preparation of Enlisted Marines for Assignment to Drill Instructor, Recruiter, and Independent Duty
9. MCO 1326.7, HMX-1 Screening Order
10. MCO 4650.30, Port Call Procedures Applicable to the Movement of Marine Corps-Sponsored Passenger Traffic Between CONUS and Overseas Areas
11. MCO 5512.4, No-Fee Passport
12. MCO 7130.1, Issuance/Modification of Permanent Change of Station (PCS) Travel Orders by Field Commands
13. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy
14. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
15. MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence
16. MCO P1300.8, Marine Corps Personnel Assignment Policy
17. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
18. NAVMILPERSINST, 4650.2, Promulgation of the Navy Passenger Transportation Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Automated Order Writing Process (AOWP) printout

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TASK: 0151.07.05 TYPE DOCUMENTATION FOR AWARDS AND DECORATIONS

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CONDITION(S): Given a rough draft, references, the proper equipment and instructions from higher headquarters.

STANDARD(S): Per MCO 1650.19 and SECNAVINST 1650.1.

PERFORMANCE STEPS:

1. Type a Meritorious Mast, per higher headquarters' instruction.
2. Type a Certificate of Commendation.
3. Type a Personal Award Recommendation.
4. Type a Personal Award Certificate.

REFERENCE(S):

1. MCO 1650.19, Administrative and Issue Procedures for Decorations, Medals and Awards
2. SECNAVINST 1650.1, Navy and Marine Corps Awards Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Applicable blank forms
  2. \* End User Computer Equipment (EUCE)
  3. \* Rough draft of correspondence
- 

TASK: 0151.07.06 PREPARE DOCUMENTATION FOR UNIFORM ISSUE/REPLACEMENT

CONDITION(S): Given a blank NAVMC 00604/00604B, NAVMC 00631/00631A, a requirement for clothing issue, and the references.

STANDARD(S): Without error, per MCBUL 10120, MCO 1306.2, MCO 1326.6 and MCO P10120.28.

PERFORMANCE STEPS:

1. Determine type of uniform issue/replacement required.
2. Prepare NAVMC 00604/00604B and NAVMC 00631/00631A.
3. Verify accuracy of NAVMC 00604/00604B and NAVMC 00631/00631A.
4. Submit NAVMC 00604/00604B and NAVMC 00631/00631A for signature.
5. Give NAVMC 00604/00604B and NAVMC 00631/00631A to the Marine to affect uniform issue/replacement.
6. Ensure NAVMC 00604/00604B and NAVMC 00631/00631A is filed in SRB.

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REFERENCE(S):

1. MCBUL 10120 SERIES, Marine Corps Bulletin (Clothing Allowance for Enlisted Personnel)
2. MCO 1306.2, Assignment to Marine Security Guard Duty with the Department of State's Foreign Service Establishments
3. MCO 1326.6, Selection, Screening, and Preparation of Enlisted Marines for Assignment to Drill Instructor, Recruiter, and Independent Duty
4. MCO P10120.28, Individual Clothing Regulations

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* NAVMC 00604B, Combined Individual Clothing Requisition and Issue Slip (Women's)
  2. \* NAVMC 00631, Individual Clothing Record (Men's)
  3. \* NAVMC 00631A, Individual Clothing Record (Women's)
  4. \* NAVMC 00604, Combined Individual Clothing Requisition and Issue Slip (Men's)
  5. \* Service Record Book
- 

TASK: 0151.07.07 SAFEGUARD PERSONAL INFORMATION

CONDITION(S): Given a completed service record (SRB/OQR), access to computer records, a request for information, and references.

STANDARD(S): Per MCO P1070.12, MCO P1080.40, and in compliance with the Privacy Act of 1974 (MCO P5211.2).

PERFORMANCE STEPS:

1. Receive a request for disclosure of personal information.
2. Determine if personal information can be released in compliance with the Privacy Act of 1974.
3. Obtain member's permission to release information that is not authorized for release under the Privacy Act of 1974.
4. Prepare a letter to the requestor denying access to information if the release of that information is not authorized by the servicemember.
5. Extract information from the SRB/OQR and/or computer record, as required.
6. Effect release of information.

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7. Document the release of all information on OPNAV Form 5211/9 (Disclosure Accounting Form-Record of Disclosure), maintained in the SRB/OQR.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P5211.2, The Privacy Act of 1974

ADMINISTRATIVE INSTRUCTIONS: All administrative personnel having access to records are required to ensure that information contained therein is safeguarded from unauthorized disclosure.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* OPNAV 5211/9, Disclosure Accounting Form-Record of Disclosure
  3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0151.07.08 TYPE LEAVE AUTHORIZATION FOR VARIOUS LEAVE CATEGORIES

CONDITION(S): Given a blank NAVMC 00003, a completed leave request form and LES, and references.

STANDARD(S): Without typographical/informational error, per MCO P1000.6 and MCO P1050.3.

PERFORMANCE STEPS:

1. Receive a leave request.
2. Determine the leave category.
3. Determine the Marine's leave eligibility.
4. Extract the required information from service record and Leave and Earnings Statement.
5. Type leave authorization.
6. Obtain required signatures.
7. Forward copy of the approved leave authorization for filing on the document side of the service record.
8. Make distribution of copies according to current references.

REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
2. MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence

ADMINISTRATIVE INSTRUCTIONS:

1. Review MCO P1050.3 for detailed instruction on prerequisites for the various leave categories.
2. There is no standard format for the leave request form. The request form is developed locally.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Blank NAVMC 00003, Leave Request
  2. \* End User Computer Equipment (EUCE)
  3. \* Leave and Earnings Statement (LES)
  4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  5. Typewriter
- 

TASK: 0151.07.09 PREPARE IDENTIFICATION (ID) TAGS

CONDITION(S): Given an embossing machine, blank ID tags, information required for ID tags, a requirement to prepare ID tags, and the references.

STANDARD(S): Per MCO P1070.12.

PERFORMANCE STEPS:

1. Verify the requirement to issue ID Tags.
2. Verify information to be embossed on ID tags with valid source (for example, service record or basic individual record).
3. Prepare the ID tags.
4. Notify Marine ID tags are completed.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)

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ADMINISTRATIVE INSTRUCTIONS: The IRAM contains instructions for preparing ID tags for Marines only. Instructions for preparing ID tags for Naval personnel serving with the Marine Corps are contained in NAVPERS 15560 (Navy Personnel Manual).

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Blank Identification (ID) Tags
  2. \* Completed Leave Request
  3. \* Embossing Machine
  4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0151.07.10 SAFEGUARD CLASSIFIED MATERIAL WITHIN CLASSIFIED MATERIAL CONTROL CENTER (CMCC)

CONDITION(S): Given appropriate security clearance and access, classified materials, and the references.

STANDARD(S): Per Security Manager's Handbook, CMS 6, MCO 5510.15, MCO 5521.3, and OPNAVINST 5510.1.

PERFORMANCE STEPS:

1. Mark classified material.
2. Safeguard classified material.
3. Secure classified material.
4. Receive registered/certified official mail.
5. Check incoming packages for signs of tampering.
6. Control classified material.
7. Conduct inventories of classified material.
8. Destroy classified material.
9. Transmit classified material.
10. Prepare record of receipt.
11. Type security container information.
12. Complete activity security checklist.
13. Complete security container check sheet.



REFERENCE(S):

1. Security Manager's Handbook, published by the Office of Naval Intelligence
2. CMS 6, Secure Telephone Unit Third Generation (STU-III) Communication Security Material Management Manual
3. MCO 5510.15, Control of Security and Access to Property and Places Under Military Command
4. MCO 5521.3, Personnel Security Investigations, Security Clearances, and Access
5. OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation

ADMINISTRATIVE INSTRUCTIONS: Additional responsibilities may include securing classified software and hardware, secure telephones, secure facsimile machines, and reproductive equipment.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (PFC)

TRAINING MATERIEL:

1. \* Classified Material Storage Approved Safe
2. \* Classified Materials

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TASK: 0151.07.11 PREPARE PERSONNEL CASUALTY REPORTS

CONDITION(S): Given a service record (SRB/OQR), access to UD/MIPS and the references.

STANDARD(S): Per MTF Editor's Users Manual, UD/MIPS Users Guide, MCO P1080.40 and MCO P3040.4.

PERFORMANCE STEPS:

1. Extract information from the SRB/OQR and UD/MIPS.
2. Type Personnel Casualty Report (PCR) for the specific type of casualty.
3. Submit PCR for review and signature.
4. Forward PCR for release.
5. Forward SRB/OQR to Service Records Section with a copy of the PCR.
6. Forward a copy of the PCR to the unit diary section.
7. Prepare supplemental PCR's, as required.

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REFERENCE(S):

1. Message Text Format (MTF) Editor's Users Manual
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
4. MIPS, Marine Integrated Personnel System Users Guide

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
  2. \* End User Computer Equipment (EUCE)
  3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0151.07.12 PREPARE MICROCOMPUTER/EUCE SUITE FOR DEPLOYMENT

CONDITION(S): Given a fully operational microcomputer/EUCE suite, operating system, and the vendor supplied manuals.

STANDARD(S): Per local SOP and user and vendor specific reference manuals.

PERFORMANCE STEPS:

1. Disconnect keyboard, mouse, and monitor from the microcomputer/EUCE suite.
2. Disconnect the printer.
3. Pack the microcomputer/EUCE suite.

REFERENCE(S):

1. Local SOP and locally procured user/reference manuals
2. Vendor specific user/reference manuals

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0151.07.13 TROUBLESHOOT MICROCOMPUTER/EUCE PROBLEMS

CONDITION(S): Given a microcomputer/EUCE suite, diagnostic hardware/software, and vendor supplied manuals.

STANDARD(S): Successfully, per local SOP and user/vendor specific reference manuals.

PERFORMANCE STEPS:

1. Identify hardware and/or software problems using diagnostic hardware/software.
2. Take appropriate actions to resolve the microcomputer/EUCE problem.

REFERENCE(S):

1. Local SOP and locally procured user/reference manuals
2. Vendor specific user/reference manuals

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Diagnostic hardware/software
  2. \* End User Computer Equipment (EUCE)
- 

TASK: 0151.07.14 MAINTAIN MICROCOMPUTER/EUCE EQUIPMENT

CONDITION(S): Given an operational microcomputer/EUCE suite and vendor supplied manuals.

STANDARD(S): Per local standards.

PERFORMANCE STEPS:

1. Power down microcomputer/EUCE suite.
2. Perform preventive maintenance on microcomputer/EUCE suite.
3. Power up microcomputer/EUCE suite and return to operational state.

REFERENCE(S):

1. Locally procured user/reference manuals
2. SOP, Standing Operating Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0151.07.15 CONFIGURE MARINE CORPS AUTHORIZED SOFTWARE

CONDITION(S): Given a microcomputer/EUCE configured with an operating system and vendor supplied manuals.

STANDARD(S): With 100% operability, per vendor specific reference manuals.

PERFORMANCE STEPS:

1. Install Marine Corps authorized application, database, word processing, spreadsheet, graphics, communications, and graphical user interface.
2. Configure Marine Corps authorized application, database, word processing, spreadsheet, graphics, communications, and graphical user interface software for current environment.

REFERENCE(S):

1. Local SOP and locally procured user/reference manuals
2. Vendor specific user/reference manuals

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0151.07.16 OPERATE MARINE CORPS AUTHORIZED SOFTWARE

CONDITION(S): Given a microcomputer/EUCE configured with an operating system, Marine Corps authorized software and vendor supplied manuals.

STANDARD(S): Successfully producing a database, word-processing, spreadsheet, communications and graphic document per vendor specific reference manuals.

PERFORMANCE STEPS:

1. Create and modify databases.
2. Create and modify word-processing documents.
3. Create and modify spreadsheets.
4. Create and modify graphic documents.
5. Operate communications software.
6. Operate graphical user interface software.

REFERENCE(S):

1. Vendor specific user/reference manuals

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Marine Corps authorized software
- 

TASK: 0151.07.17 TROUBLESHOOT MARINE CORPS AUTHORIZED SOFTWARE PROBLEMS

CONDITION(S): Given a microcomputer/EUCE configured with an operating system, Marine Corps authorized software, and vendor supplied manuals.

STANDARD(S): With operational success per vendor reference materials.

PERFORMANCE STEPS:

1. Identify the software problem using appropriate operator manuals.
2. Correct the software problem and/or reload the software.
3. Call appropriate vendor for assistance when needed.

REFERENCE(S):

1. Vendor specific user/reference manuals

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Marine Corps authorized software
- 

TASK: 0151.07.18 MAINTAIN MARINE CORPS AUTHORIZED SOFTWARE

CONDITION(S): Given a microcomputer/EUCE configured with an operating system, Marine Corps authorized software, vendor supplied manuals and software updates.

STANDARD(S): Per the software manuals and references with successful operation of upgraded software.

PERFORMANCE STEPS:

1. Identify updates provided by the vendor for all software.
2. Apply the software updates to current software and reload the software.
3. Call appropriate vendor for assistance when needed.

REFERENCE(S):

1. Local SOP and locally procured user/reference manuals

2. Vendor specific user/reference manuals

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Marine Corps authorized software
  3. \* Marine Corps authorized software updates
- 

TASK: 0151.07.19 PLAN FOR DEPLOYED MAINTENANCE SUPPORT

CONDITION(S): Provided deployment instructions and equipment list.

STANDARD(S): Per local SOP.

PERFORMANCE STEPS:

1. Examine deployment instructions.
2. Examine equipment list.
3. Coordinate with maintenance personnel to ensure technicians and repair parts will be available during deployment.

REFERENCE(S):

1. SOP, Standing Operating Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* Deployment instructions
2. \* Equipment list

DUTY AREA 08 - EQUIPMENT SYSTEMS

TASK: 0151.08.01 OPERATE END USER COMPUTER EQUIPMENT (EUCE)

CONDITION(S): Given EUCE, software, and the references.

STANDARD(S): Per Users Guide/Instructions/Manuals.

PERFORMANCE STEPS:

1. Determine the type of EUCE hardware required.
2. Demonstrate EUCE hardware.
3. Demonstrate type of EUCE software required.
4. Demonstrate EUCE software.
5. Set up activation of system.

REFERENCE(S):

1. Appropriate equipment operating instructions

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command Information Systems Management Officer (ISMO) and the Manpower Information Systems Support Office (MISSO).

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Marine Corps authorized software
- 

TASK: 0151.08.02 OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS)

CONDITION(S): Given EUCE and CICS access.

STANDARD(S): Per the requirement and MCO P1080.40, DFAS-KC 5200.22, UM-MCPDS 5605 and Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Log on to the system.
2. Determine the application required.
3. Select the appropriate option.
4. Operate the selected option
5. Produce/print the results of the option selected.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. DFAS-KC 5200.22, Video Inquiry System Users Manual
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. UM-MCPDS 5605, Marine Corps Publications Distribution System

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the MISSO.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to the Customer Information Control System (CICS)
  2. \* End User Computer Equipment (EUCE)
- 

TASK: 0151.08.03 GENERATE SPECIAL ROSTERS/AD HOC REPORTS

CONDITION(S): Given access to EUCE, access to the Unit Diary Marine Integrated Personnel System (UD/MIPS) and MCTFS data base, and a request for a special roster or ad hoc report.

STANDARD(S): Successfully, per UD/MIPS Users Guide, MCO P1080.40, DFAS-KC 5200.22 and Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Log on to the system required.
2. Select appropriate options from the menus provided.
3. Print the special roster/ad hoc report.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. DFAS-KC 5200.22, Video Inquiry System Users Manual
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. UD/MIPS USER'S GUIDE, Unit Diary/Marine Integrated Personnel System User's Guide



ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command ISMO and/or the MISSO.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
3. \* End User Computer Equipment (EUCE)

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DUTY AREA 09 - RESERVE ADMINISTRATION

TASK: 0151.09.01 VERIFY PAY AND ALLOWANCES FOR RESERVISTS

CONDITION(S): Given a complete service record (SRB/OQR), completed documentation substantiating entitlement pay and allowances, source documents, and the references.

STANDARD(S): Within the prescribed timeframes and per the references.

PERFORMANCE STEPS:

1. Verify the eligibility of the Marine to receive the entitlement.
2. Advise the Marine on eligibility.
3. Verify the document(s) substantiating a pay entitlement.
4. Ensure that document(s) substantiating a pay entitlement is/are completed within the prescribed timeframe.
5. Return document(s) for correction, as required.
6. Submit document(s) for signature.
7. Distribute documentation as required.

REFERENCE(S):

1. DFAS-KC 7220.45-R, Bond and Allotment Manual
2. DODFMR, Department of Defense Financial Management Regulation
3. JFTR, Joint Federal Travel Regulation, Vol I
4. MCO 1560.28B, Veteran's Educational Assistance Benefits
5. MCO 7220.12, Special Duty Assignment Pay Program
6. MCO 7220.52, Foreign Language Proficiency Pay (FLPP) Program
7. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
8. MCO P10110.14, Food Service Standing Operating Procedures (SOP)
9. MCO P1070.12, Individual Records Administration Manual (IRAM)
10. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
11. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
12. MCO P1741.8, Government Life Insurance Manual
13. MCO P1751.3, Basic Allowance for Housing (BAH)

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14. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
15. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  2. \* Source Documents
- 

TASK: 0151.09.02 AUDIT BASIC INDIVIDUAL RECORD/BASIC TRAINING RECORD (BIR/BTR)

CONDITION(S): Given EUCE, access to MCTFS or UD/MIPS, a service record (SRB/OQR), source documents, a BIR/BTR, and the references.

STANDARD(S): Per MCO P1070.12, MCO P1080.20 and in consonance with source documents.

PERFORMANCE STEPS:

1. Determine occasion requiring audit.
2. Obtain BIR/BTR.
3. Identify errors on BIR/BTR.
4. Provide corrections for input into MCTFS.
5. Take appropriate retention action.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)

ADMINISTRATIVE INSTRUCTIONS:

1. The Marine should be present for the audit.
2. In the event that the Marine is unavailable for the audit due to operational commitments, the audit will be conducted without the Marine present.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
3. \* Basic Individual Record (BIR)/Basic Training Record (BTR)

4. \* End User Computer Equipment (EUCE)
  5. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  6. \* Source Documents
- 

TASK: 0151.09.03 MAINTAIN STANDARD PAGES OF SRB/OQR FOR RESERVISTS

CONDITION(S): Given an SRB/OQR, source documents, and the references.

STANDARD(S): Per MCO P1070.12 and MCO P1080.20.

PERFORMANCE STEPS:

1. Determine the SRB/OQR entry requirement.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)

ADMINISTRATIVE INSTRUCTIONS:

1. Review MCO P1070.12 prior to conducting training.
2. Ensure training includes procedures for making entries, authorized methods for correction, signature requirements, and preparation of supplemental page(s).

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  2. \* Source Documents
- 

TASK: 0151.09.04 MAINTAIN DOCUMENT SIDE OF SRB/OQR FOR RESERVISTS

CONDITION(S): Given an SRB/OQR, service record documents, and the references.

STANDARD(S): Per MCO P1070.12.

PERFORMANCE STEPS:

1. Determine the requirement for the document.
2. Verify document completion.
3. File the document.
4. Perform periodic review of documents to determine appropriate material is filed.

5. Acquire missing documents.
6. Remove extraneous documents, as required.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)

ADMINISTRATIVE INSTRUCTIONS:

1. The standard is driven by pertinent directive for each form.
2. Review Chapter 3 and 4 of the IRAM to determine which documents are required.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  2. \* Service Record Source Documents
- 

TASK: 0151.09.05 PREPARE RESERVE UNIT DIARY (UD)

CONDITION(S): Given the UD reporting requirement, source documents, and the references.

STANDARD(S): Without error, within the prescribed timeframes and per MCO P1080.20.

PERFORMANCE STEPS:

1. Review source document to determine transactions to report.
2. Refer to references for correct content within the transaction.
3. Determine type transaction code (TTC) and sequence number for the transaction.
4. Prepare rough UD.
5. Verify UD transactions.
6. Correct rough UD, as required.
7. Print rough UD.
8. Submit UD to supervisor for review and/or certification.

REFERENCE(S):

1. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: See MCO P1080.20 for further information.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Source Documents
- 

TASK: 0151.09.06 AUDIT RESERVE UNIT DIARY (UD) MANAGEMENT REPORTS

CONDITION(S): Given UD Management Reports, a requirement for an audit and the references.

STANDARD(S): Per MCO P1080.20.

PERFORMANCE STEPS:

1. Access required reports from MCTFS.
2. Examine reports for accuracy.
3. Submit corrections to the UD as required.

REFERENCE(S):

1. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* End User Computer Equipment (EUCE)
- 

TASK: 0151.09.07 PREPARE REQUIRED DOCUMENTATION TO SUBSTANTIATE CONTINUED NOTICE OF ELIGIBILITY (NOE) BENEFITS

CONDITION(S): Given a service record and the references.

STANDARD(S): Per MCO 1770.2, MCO P1001R.1, MCO P1080.40 and NTP 3.

PERFORMANCE STEPS:

1. Determine requirements of NOE benefits based on individual case-by-case basis.
2. Prepare correspondence for signature.

REFERENCE(S):

1. MCO 1770.2, NOE Benefits for Members of the USMCR
2. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  3. \* Source Documents
- 

TASK: 0151.09.08 VERIFY UNIT MUSTER SHEET FOR THE SMCR

CONDITION(S): Given a completed unit muster sheet, source documents, access to MCTFS and the references.

STANDARD(S): Per MCO P1001R.1 and MCO P1080.40.

PERFORMANCE STEPS:

1. Determine requirements for participation in ADT/IDT.
2. Review the unit muster sheet for accuracy.
3. Ensure unit muster sheet accounts for absences/rescheduled IDT with comments.
4. Annotate and validate corrections to the unit muster sheet.
5. Ensure unit muster is certified by Commander.
6. Ensure unit muster sheet data is reported into MCTFS.

REFERENCE(S):

1. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Completed Unit Muster Sheet

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3. \* Source Documents

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TASK: 0151.09.09 VERIFY THE ANNUAL RETIREMENT CREDIT REPORT (ARCR)/CAREER RETIREMENT CREDIT REPORT (CRCR)

CONDITION(S): Given service records (SRB/OQR), an ARCR/CRCR, source documents and the references.

STANDARD(S): Per MCO P1001R.1, MCO P1070.12 and MCO P1900.16.

PERFORMANCE STEPS:

1. Verify ARCR/CRCR information from applicable source documents.
2. Submit appropriate corrections for Unit Diary input.
3. Retrieve corrected ARCR/CRCR from on-line system after corrections have posted to MCTFS.
4. Verify the ARCR/CRCR for accuracy.
5. Obtain required signatures on ARCR/CRCR.
6. File the ARCR/CRCR in the SRB/OQR.

REFERENCE(S):

1. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to 3270 (on-line Performance Evaluation System (PES))
2. \* Annual Retirement Credit Report (ARCR)/Career Retirement Credit Report (CRCR)
3. \* End User Computer Equipment (EUCE)
4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
5. \* Service Record Source Documents



DUTY AREA 10 - OPERATE UNIT MAILROOM

TASK: 0151.10.01 RECEIPT AND DELIVER OFFICIAL MAIL AND OFFICIAL ACCOUNTABLE MAIL

CONDITION(S): Given an operational unit mailroom, official mail and/or official accountable mail, PS Form 3883, and letter of authorization.

STANDARD(S): Per DoD 4525.6-M VOL II, MCO P5110.4 and MCO P5110.6.

PERFORMANCE STEPS:

1. Receipt for official mail from servicing unit Post Office.
2. Receipt for official accountable mail, if applicable.
  - a. Record on PS Form 3883 article number of accountable mail.
  - b. Deliver accountable mail to authorized agent.
  - c. Notify unit Postal Officer of delivery of accountable mail.
  - d. Maintain PS Form 3883 for a 2 year period.
3. Deliver official mail to authorized agent.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. MCO P5110.4, The Marine Corps Official Mail Program
3. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly
2. \* Letter of Authorization to Receipt for Official Accountable Mail
3. \* Official mail
4. \* Operational Unit Mailroom
5. \* PS Form 3883, Firm Delivery Book

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TASK: 0151.10.02 RECEIPT AND DELIVER PERSONAL MAIL

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MCO 1510.53C  
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CONDITION(S): Given an operational unit mailroom, personal mail, mail orderly receipt log, and [DD Form 285](#).

STANDARD(S): Per DoD 4525.6-M VOL II, MCO P5110.6 and with 100% accuracy.

PERFORMANCE STEPS:

1. Receipt for personal mail from servicing unit Post Office.
2. Back stamp all mail received, showing date of receipt.
3. Deliver personal mail:
  - a. Verify possession of [DD Form 285](#).
  - b. Obtain signature from section mail orderly in mail orderly receipt log.
4. Ensure section mail orderly returns all undeliverable mail on same day as received with appropriate disposition, i.e., PCS, TAD, leave, no record, etc.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

ADMINISTRATIVE INSTRUCTIONS:

1. Mail orderly receipt log will be formatted for each command's requirements and locally reproduced.
2. Section mail orderlies will not put disposition instructions on undeliverable mail. Endorsements on personal mail will be made only by unit mail clerks.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* [DD Form 285](#), Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly
2. \* Mail Orderly Receipt Log
3. \* Operational Unit Mailroom
4. \* Personal mail

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TASK: 0151.10.03 PREPARE AND MAINTAIN RECORDS OF APPOINTMENT FOR MAIL CLERKS AND MAIL ORDERLIES

CONDITION(S): Given an operational unit mailroom, [DD Form 285](#), and [DD Form 2260](#).

STANDARD(S): Per DoD 4525.6-M VOL II and MCO P5110.6.

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PERFORMANCE STEPS:

1. Prepare DD Form 285 for each assigned mail clerk/orderly.
2. Ensure DD Form 285 for each assigned mail clerk/orderly is recorded in DD Form 2260.
3. Obtain signature of appointee and unit Postal Officer on both forms.
4. Validate DD Form 285, as applicable, and make proper distribution.
5. Maintain DD Form 2260 and/or DD Form 285, as appropriate.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

ADMINISTRATIVE INSTRUCTIONS:

1. Number of DD Form 285s required for unit mail clerks is three; one for appointee, one for servicing unit Post Office, one for retention in unit mailroom.
2. Number of DD Form 285s required for section mail orderlies is two; one for appointee, one for retention in unit mailroom.
3. DD Form 285s for unit mail clerks must be validated by servicing unit Post Office prior to distribution.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* DD Form 2260, Unit Mail Clerk/Orderly Designation Log
2. \* DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly
3. \* Operational Unit Mailroom

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TASK: 0151.10.04 PREPARE AND MAINTAIN A DIRECTORY FILE SYSTEM

CONDITION(S): Given an operational unit mailroom, NAVMC Form 10572, OPNAV Form 5110/5, copy of command's unit diary, copy of NAVMC 00003 (Leave Request), TAD orders, and disposition slips and morning report.

STANDARD(S): Per DOD 4525.6-M VOL II, MCO P5110.6 and MCO P5211.2.

PERFORMANCE STEPS:

1. Prepare NAVMC 10572 for all incoming personnel.

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2. Ensure completion of OPNAV Form 5110/5 by all incoming personnel.
3. Complete NAVMC 10572 for all outgoing personnel.
4. Ensure completion of OPNAV Form 5110/5 by all outgoing personnel.
5. Maintain NAVMC 10572 for required period, per the references.
6. Review unit diary daily for pertinent information which will cause a change in status that affects the delivery of mail.
7. Extract all pertinent information from unit diary and annotate on NAVMC 10572, as appropriate.
8. All undeliverable mail will be endorsed, as appropriate, and returned to the servicing unit Post Office.
9. Attach proper documentation, i.e., leave papers, TADO, morning reports and disposition slips, to all mail which will be retained in the unit mailroom.
10. Purge NAVMC Form 10572 on a monthly basis for all cards marked for destruction.
11. Destroy records and documentation upon completion of appropriate retention period, per MCO P5211.2.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms
3. MCO P5211.2, The Privacy Act of 1974

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TRAINING MATERIEL:

1. \* Completed Leave Papers
2. \* Completed Unit Diary
3. \* Disposition Slips
4. \* Morning Reports
5. \* NAVMC 10572, Mail Directory File Card
6. \* OPNAV 5110/5, Notice of Change of Address
7. \* Operational Unit Mailroom
8. \* Temporary Additional Duty (TAD) Orders

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MOS 0160, POSTAL OFFICER

DUTY AREA 01 - ADMINISTRATION AND MANAGEMENT

TASK: 0160.01.01 MANAGE POSTAL OPERATIONS BETWEEN RELATED COMMANDS AND OTHER BRANCHES OF MILITARY SERVICES

CONDITION(S): Given a requirement to provide postal services for related commands or personnel of other branches of military service, within an established area of responsibility, on a permanent or temporary basis, and access to references and local mail handling standard operating procedures (SOP).

STANDARD(S): Per DoD 4525.6-M, Vol I.

PERFORMANCE STEPS:

1. Ensure military personnel, DoD civilians, and their dependents are provided adequate postal support services.
2. Ensure adequate support is available when postal support is requested by related commands or by other services (on deployment). Request augmentation from requesting unit, if necessary.
3. Monitor mail routing to include timely receipt of incoming mail for units requiring support on a temporary basis.
4. Ensure proper use of mailing addresses.
5. Ensure delivery of mail only to authorized personnel.
6. Inspect mailrooms and mail handling procedures of attached or visiting units.
7. Maintain liaison with airport mail terminals, Fleet Mail Centers and/or mail control activities concerning timely receipt of mail and problems experienced in transportation of mail.
8. Verify interservice memorandums of agreement (MOA) are on file and are updated regularly.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

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TASK: 0160.01.02 COORDINATE POSTAL OPERATIONS WITH LOCAL UNITED STATES POSTAL SERVICE (USPS) PERSONNEL (CONUS)

CONDITION(S): Given the requirement to coordinate daily mail operations with local USPS authorities, local mail handling SOP's, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

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PERFORMANCE STEPS:

1. Conduct liaison with the local postal authorities.
2. Arrange for:
  - a. Timely receipt of incoming mail.
  - b. Dispatching of outgoing mail to the civilian post office.
  - c. Ensuring proper procedures for receipt/dispatch of registered mail.
  - d. Obtaining and replenishing fixed credit accounts.
  - e. Resetting of official mail meter machines.
  - f. Coordinating postal inspector support.
  - g. Obtaining blank domestic money orders.
  - h. Submission of daily money order business reports.
  - i. Ordering postal supplies and equipment.
  - j. Obtaining an official mail meter license.
  - k. Obtaining permits for bulk mailings of first class and Standard A mail.
  - l. Obtaining a permit for business reply mail.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

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TASK: 0160.01.03 COORDINATE MAIL AND CUSTOMS OPERATIONS WITH FOREIGN POSTAL AUTHORITIES

CONDITION(S): Given local mail handling SOP's, Status of Forces Agreement (SOFA), a requirement to exchange mail with local foreign post offices to allow local custom officials inspection, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and DoD 4525.6-M, VOL II.

PERFORMANCE STEPS:

1. Conduct liaison with local foreign postal authorities to ensure positive working relationships.
2. Arrange for:
  - a. Receipt of military mail arriving through international channels.

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b. Dispatch of mail requiring local delivery through the civilian postal system.

c. Dispatch of mail requiring entry into local postal system for transportation and subsequent delivery in another location or country.

d. Timely inspection of incoming military mail arriving by air (if not coordinated by serving mail processing facility) with local customs authorities.

e. Timely inspection of incoming military mail arriving by surface transportation with local customs authorities.

f. Inspection of outgoing military mail with local customs authorities per the SOFA or requested by the postal officer.

3. Develop points of contact with local and customs authorities for assistance in unusual circumstances.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Status of Forces Agreement (SOFA)
- 

TASK: 0160.01.04 PROVIDE SECURITY FOR A MILITARY POST OFFICE

CONDITION(S): Given local command security instructions, the requirement to provide proper security for all mail, funds, and equipment within the military post office, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Coordinate physical security inspections of all postal facilities. Ensure the inspection is being conducted by the local law enforcement agency.
2. Ensure all structural requirements of the post office meet standards established in the reference.
3. Provide for interior and exterior security lighting of postal facilities after working hours.
4. Provide secure room or wire mesh cage for a registry section that meets security specification established per the references.
5. Allow only authorized individuals access to post office work areas.

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6. Provide security for all post office equipment.
7. Provide security for all stamped paper, funds, and money orders during and after working hours.
8. Provide for the secure transportation of mail.
9. Ensure that all post offices not open 24 hours a day are equipped with an intrusion alarm device if mail is retained overnight.
10. Maintain proper key control for the post office.
11. Provide security for classified material.
12. Maintain a record of "opening" and "closing" of the security container.
13. Maintain record checks made by the individual who opens a facility at the beginning of the day and the individual who secures the facility at close of business.
14. Post a list of personnel to be contacted in case of emergency on the outside of all exits.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Local Command Security Instructions
- 

TASK: 0160.01.05 REVIEW POSTAL INCIDENT REPORTS

CONDITION(S): Given a requirement to submit a report of a postal incident and follow-up as required and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I, DoD 4525.6-M, VOL II, and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Identify the type of postal offense(s) committed.
2. Notify the following:
  - a. Immediate commander.
  - b. Local investigating agency.
  - c. Major command(s), as required.
  - d. Headquarters component.

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3. Submit initial report to Military Postal Service Agency (MPSA).
4. Submit follow-up reports, as information becomes available, until the case is closed.
5. Ensure that all follow-up reports reference the case number assigned by MPSA as a result of the initial report.
6. Maintain a suspense file on all cases not closed to ensure appropriate action is taken until the case is closed.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
3. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

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TASK: 0160.01.06 REVIEW RESULTS OF ORGANIZATIONAL MAILROOM INSPECTION

CONDITION(S): Given the requirement to review the results of mailroom inspections conducted by mailroom inspectors, NAVMC Form 10487 (Inspection Results), and the references.

STANDARD(S): Quarterly, and per DoD 4525.6-M, VOL I, MCO P5110.4, and MCO 5110.6.

PERFORMANCE STEPS:

1. Ensure unannounced inspections of unit mailrooms are conducted at least quarterly, or as required by local SOP.
2. Ensure that all discrepancies noted on the previous inspection are corrected.
3. Ensure NAVMC 10487 is properly completed.
4. Ensure remarks section is used to amplify discrepancies and mentions if commanding officer (CO) or executive officer (XO) was briefed on inspection results, if required.
5. Ensure NAVMC 10487 has been signed by both the unit mail clerk and the inspector.
6. Ensure that the inspector's overall evaluation of the mailroom is fair.
7. Ensure that copies of NAVMC 10487 are distributed appropriately and that a copy is retained in the MPO files.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

2. MCO P5110.4, The Marine Corps Official Mail Program
3. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. NAVMC 10487, Mailroom Inspection Checklist
- 

TASK: 0160.01.07 REVIEW POSTAL OPERATIONS PLAN

CONDITION(S): Given a requirement to review postal operations plan (POP), existing POP, operational data, schedules, and the references.

STANDARD(S): Annually and per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Review existing POP for format and content, at least annually.
2. Ensure POP contains (at a minimum) the following:
  - a. Table of Contents.
  - b. Basic information page showing name and location of military post office, hours of operation, number of personnel assigned, number of personnel serviced, and volume.
  - c. Basic facility information (e.g., facility layout, equipment used, case and rack design).
  - d. Mail processing profiles (daily volumes).
  - e. Mail processing targets.
  - f. Transportation (incoming and outgoing requirements and schedules).
  - g. Special instructions.
3. Ensure the POP contains current information and changes are made when information becomes available.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

ADMINISTRATIVE INSTRUCTIONS: Appendix B of the reference provides format and information necessary to complete the POP.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

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ENCLOSURE (6)

TRAINING MATERIEL:

1. \* Sample Postal Operation Plan (POP)
  2. \* Source Documents
- 

TASK: 0160.01.08 PREPARE CONTINGENCY PLANS

CONDITION(S): Given a requirement to prepare a contingency plan for your post office, local mail handling instructions, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Prepare contingency plans to minimize the interruption of mail flow for any possible disturbance, to include:
  - a. Labor strikes (local nationals).
  - b. Flight cancellations.
  - c. Loss of air carrier (U.S. or foreign).
  - d. Mobilization.
  - e. Loss of contract vehicles.
  - f. Bomb threat.
  - g. Road/major highway closures.
  - h. Severe weather conditions (i.e. typhoons and hurricanes).
  - i. Rail strikes (where applicable).
  - j. Accidents involving mail vehicles.
2. Review plans periodically.
3. Make changes as information becomes available.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Local Mail Handling Instructions
- 

TASK: 0160.01.09 INFORM COMMANDING OFFICER OF ALL POSTAL MATTERS

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CONDITION(S): Given access to direct message traffic/postal net alerts, USPS Postal Bulletins, correspondence from higher postal headquarters/Military Postal Service Agency (MPSA)/United States Postal Service (USPS), Postal conferences, After Action Reports from deployed units, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Inform the commander of all postal matters in garrison.
2. Inform the commander of all postal matters of concern for deployed units.
3. Inform the commander of any changes to postal regulations affecting his command.
4. Inform the commander concerning problems in CONUS or overseas affecting receipt or dispatch of mail for the command.
5. Inform the commander of any postal related matter that may affect postal operations in his command.
6. Inform the commander of postal offenses committed in his command.
7. Inform the commander of any changes to customs regulations that may directly affect personnel of the command.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Source Documents
- 

TASK: 0160.01.10 DEVELOP COMMAND MAIL HANDLING ORDER (INSTRUCTIONS)

CONDITION(S): Given the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Verify command mail handling order contains the following minimum information:
  - a. Location and hours of the post office.
  - b. Hours of mail collection from receptacles for outgoing mail.
  - c. Time and method of distributing incoming mail.

- d. Samples of correct and complete mailing addresses to be used by personnel attached to the command.
  - e. Instructions relative to customs regulations.
  - f. Instructions for use of change of address cards.
  - g. Information concerning nonmailable matter.
  - h. Information regarding the command official mail cost control program, to include consolidated mail procedures.
  - i. Emergency destruction procedures.
  - j. Security, including protection of mail and postal effects, access to post offices and mail transportation.
  - k. Mail routing information for mobile units.
  - l. Additional postal information deemed appropriate by the promulgating authority.
2. Review this instruction annually and make changes as required.

REFERENCE(S):

- 1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
- 2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
- 3. DOD 4525.8-M, Department of Defense Official Mail Manual
- 4. MCO P5110.4, The Marine Corps Official Mail Program
- 5. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms
- 6. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

Appendix C to  
ENCLOSURE (6)

DUTY AREA 02 - POSTAL OPERATIONS

TASK: 0160.02.01 AUDIT CUSTODIAN OF POSTAL EFFECTS (COPE)

CONDITION(S): Given the requirement to conduct an audit, the references and proper postal forms.

STANDARD(S): Quarterly and per DoD 4525.6-M, VOL I and DoD 4525.6C.

PERFORMANCE STEPS:

1. Ensure the COPE has been correctly designated on DD Form 2257.
2. Ensure the COPE has a copy of correctly completed PS Form 3369 (signed and returned from the serving accountable postmaster) on-hand for his fixed/flexible account.
3. Ensure all required records are being maintained for the specified period.
4. Ensure the COPE correctly receipted for all accountable postal equipment and PS Forms 1590 are on file.
5. Ensure the COPE has correctly issued accountable equipment to units and documentation is on file.
6. Complete audit of COPE's fixed/flexible account per the references using [DD Form 2259](#).
7. Ensure all blank money orders are correctly annotated on DD Form 885.
8. Ensure all shipments of blank money orders received from the source were correctly receipted.
9. Review money order business reports from unit post offices to ensure reports are submitted in a timely manner and are checked for correctness before submission and/or consolidation.
10. Review records of postage meter business for all units to ensure correct, timely submission.
11. Ensure stamp requisitions (incoming and outgoing) are handled per the references.
12. Ensure original PS Form 3369 is maintained for each fixed credit issued by the COPE.
13. Ensure the COPE maintains the duplicate keys or safe combinations for all issued fixed credits, properly sealed in PS Form 3977 (envelope).
14. Ensure the COPE has properly signed for PS Form 3977 from the respective clerk and that the clerk was given a receipt.

15. Ensure the COPE's safe combination and/or duplicate keys (sealed in PS Form 3977) has/have been properly receipted for.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6C, Department Of Defense Postal Supply Catalog

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* DD Form 2257, Designation/Termination MPC-FPC-COPE-PFO
  2. \* [DD Form 2259](#), Report of Audit of Postal Accounts
  3. \* DD Form 885, Money Order Control Record
  4. \* Money Order Business Report(s)
  5. \* PS Form 1590, Supplies and Equipment Receipt
  6. \* PS Form 3369, Consigned Credit Receipt
  7. \* PS Form 3977, Duplicate Key Envelope
  8. \* Record of Postage Meter Business
- 

TASK: 0160.02.02 CONDUCT AUDITS/INSPECTIONS OF MILITARY POSTAL FINANCE UNITS

CONDITION(S): Given an operational post office, a requirement to conduct a monthly audit, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I, DoD 4525.6-M, VOL II, DoD 4525.6C and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Ensure physical security requirements are met.
2. Ensure that post office lobbies are clean and that all required information is posted.
3. Ensure post office lobbies are supplied to meet patrons' needs.
4. Ensure adequate security is provided for all postal funds and equipment during and after working hours.
5. Ensure a separate security container is available for registered mail, and a record of opening and closing is maintained.

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6. Ensure accountable mail is properly processed and delivered and/or dispatched, per the references.
7. Ensure ordinary mail is processed, sorted, dispatched or delivered, per the references and local mail handling instructions.
8. Ensure all postal clerks are appointed on [DD Form 285](#) and that this form is on their person when they are performing postal clerk duties.
9. Ensure NCOIC has signed for all postal and organizational property entrusted to him/her.
10. Ensure NCOIC has been designated, in writing, as meter machine custodian wherever meter machines are assigned.
11. Ensure supplies are on hand and requisitioned in a timely manner.
12. Ensure correct procedures are followed replenishing stamp stocks.
13. Ensure procedures for assigning fixed credits are followed.
14. Ensure money order clerk receipted for blank money orders.
15. Audit money order clerk to account for blank money orders, vouchers, paid money orders and all funds.
16. Ensure postage meter machines are properly issued.
17. Audit funds accepted through issuance of postage meter tapes.
18. Audit the fixed credit of each clerk and ensure a copy of PS Form 3369 is retained with each assigned fixed credit.
19. Handle all overages and shortages in excess of tolerance.
20. Audit the NCOIC filler stock. No tolerance is allowed.
21. Ensure original PS Form(s) 3369 for each assigned fixed credit is retained.
22. Ensure duplicate copy of PS Form 3369 for NCOIC's fixed credit is retained by the NCOIC.
23. Ensure PS Form 3602-PO for each postage meter assigned is properly completed.
24. Ensure blank money order forms on hand are annotated on DD Form 885 and are properly receipted for.
25. Ensure blank money order forms are issued to the clerk and returned to the NCOIC, per the references.
26. Ensure keys to the post office are properly controlled by the NCOIC.
27. Ensure required records and forms are maintained.

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28. Ensure daily statistical sheet is maintained for Postal Activity Reporting Statement (PARS).
29. Ensure the NCOIC breaks the seals on incoming trucks and physically seals all outgoing trucks, as required.
30. Ensure all claims/inquiries are handled correctly and in a timely manner.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
3. DOD 4525.6C, Department Of Defense Postal Supply Catalog
4. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Applicable blank forms
2. \* [DD Form 285](#), Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly
3. \* DD Form 885, Money Order Control Record
4. \* Local Mail Handling Instructions
5. \* Operational military post office
6. \* PS Form 3369, Consigned Credit Receipt
7. \* PS Form 3602-PO, Postage Collected Through Post Office Meter

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TASK: 0160.02.03 CONDUCT/MONITOR MAILROOM INSPECTIONS

CONDITION(S): Given a unit mailroom, NAVMC Form 10487 (Mailroom Inspection Checklist), and the references.

STANDARD(S): Per DoD 4525.6-M, VOL II, MCO P5110.4, and MCO P5110.6.

PERFORMANCE STEPS:

1. Conduct/monitor unannounced inspections of unit mailroom at least quarterly. (Monthly inspections may be required by local SOP or if a mailroom has received an unsatisfactory rating on a previous inspection).
2. Conduct/monitor inspection using NAVMC Form 10487.

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3. Instruct the unit mail clerk on how to correct all deficiencies and answer questions about the mailroom.
4. Ensure the command is properly debriefed.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. MCO P5110.4, The Marine Corps Official Mail Program
3. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. NAVMC 10487, Mailroom Inspection Checklist
  2. \* Operational Unit Mailroom
- 

TASK: 0160.02.04 SUPERVISE DESTRUCTION OF MAIL AND/OR POSTAL EFFECTS

CONDITION(S): Given an operational post office and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I, DoD 4525.6C and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Supervise the destruction of mail and postal effects in emergencies involving the danger of capture.
2. Dispose of articles for which indemnity claims have been processed for complete damage and have no salvage value.
3. Request disposition instructions for postal equipment (excess or unserviceable) through serving Joint Military Postal Activity (JMPA).
4. Ensure the destruction of capital equipment (in other than emergencies) is authorized by accountable postmaster.
5. Ensure correct documentation for the destruction of mail/postal effects is maintained on file.
6. Ensure notification of major commands, JMPAs, and accountable postmaster is made, when required.
7. Supervise the destruction of obsolete accountable paper or money orders per MPSA guidance, when necessary.

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REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6C, Department Of Defense Postal Supply Catalog
3. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Local Mail Handling Instructions
  2. \* Operational military post office
- 

TASK: 0160.02.05 CONDUCT/MONITOR PRE-DEPLOYMENT BRIEFS

CONDITION(S): Given units involved in mobilization/deployment, deployment schedules, local mail handling instructions, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I, DoD 4525.6-M, VOL II, MCO P5110.4 and MCO P5110.6.

PERFORMANCE STEPS:

1. Conduct brief with unit commanders to inform them of:
  - a. Mail routing procedures for deployment.
  - b. Correct mailing address.
  - c. Where and how often mail will be available for delivery.
  - d. Procedures for dispatching outgoing mail.
  - e. Postal support available to deployed units.
  - f. Points of contact for postal related problems.
  - g. Information pertaining to customs procedures/restrictions.
2. Conduct brief with unit postal officers and mail clerks to inform them of:
  - a. When and how to submit mail routing instructions, if necessary.
  - b. Correct mailing address.
  - c. Where to pick up mail for unit.
  - d. Where to take outgoing mail for dispatch.
  - e. Handling of official mail (outgoing).

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- f. Postal support available to the unit.
- g. Points of contact for postal related problems.
- h. Delivery of mail to personnel while on deployment.
- i. Information pertaining to customs procedures/restrictions.

REFERENCE(S):

- 1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
- 2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
- 3. MCO P5110.4, The Marine Corps Official Mail Program
- 4. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

- 1. \* Deployment Schedules
  - 2. \* Local Mail Handling Instructions
- 

TASK: 0160.02.06 MONITOR/PREPARE MAIL ROUTING INSTRUCTIONS (MRI'S)

CONDITION(S): Given units preparing for deployment, access to deployment information for all units concerned, local mail handling instructions and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I, and OPNAVINST 5112.6.

PERFORMANCE STEPS:

- 1. Attend all pre-deployment briefs concerning unit deployment. Ensure all required information for mail routing is obtained.
- 2. Prepare mail routing instruction ensuring the following information is included:
  - a. Annotate the full name/acronym of unit(s) involved.
  - b. Specify all dates affecting mail routing, if known.
  - c. Include routing instructions for all classes of mail. If split routing of mail is necessary, this must be included.
  - d. Ensure message is addressed correctly and all information addresses are listed.
  - e. If classified, include required declassified date.

f. Ensure message (MRI) is sent far enough in advance of deployment to affect mail routing accordingly.

3. Maintain liaison with unit to ensure satisfactory receipt of mail.
4. Contract servicing gateway of any problems incurred by unit(s) involved.
5. Review MRI for correctness.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Deployment Schedules
  2. \* Local Mail Handling Instructions
- 

TASK: 0160.02.07 MONITOR MOVEMENT OF MAIL FOR DEPLOYED UNITS

CONDITION(S): Given serving JMPAs mail changes, local mail handling instructions and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Review MRI's received by your command (as info addressee) from deployed units.
2. Review the daily mail change sent out by the servicing JMPA.
3. Notify servicing JMPA, major command and units if discrepancies are noted. Inform them of any corrective action that has been or needs to be taken.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Local Mail Handling Instructions
- 

TASK: 0160.02.08 INITIATE SEARCH AND SEIZURE PROCEDURES

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ENCLOSURE (6)

CONDITION(S): Given local mail handling instructions and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Ensure duly authorized search warrant has been issued.
2. Ensure correct procedures are followed in authorizing use of a mail cover.
3. Follow correct procedures in the search and/or seizure of mail.
4. Ensure the appropriate chain of receipts are maintained for articles of mail confiscated by duly authorized personnel.
5. Follow correct procedures in reporting incidents of search and seizure to higher headquarters.
6. Determine MPO disposition of seized and unseized material.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Local Mail Handling Instructions
2. \* Operational Unit Mailroom

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ENCLOSURE (6)

DUTY AREA 03 - EQUIPMENT SYSTEMS

TASK: 0160.03.01 OPERATE END USER COMPUTER EQUIPMENT (EUCE)

CONDITION(S): Given EUCE, software, and the references.

STANDARD(S): Per Users Guide/Instructions/Manuals.

PERFORMANCE STEPS:

1. Determine the type of EUCE hardware required.
2. Demonstrate EUCE hardware.
3. Demonstrate type of EUCE software required.
4. Demonstrate EUCE software.
5. Set up activation of system.

REFERENCE(S):

1. Appropriate equipment operating instructions

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command Information Systems Management Officer (ISMO) and the Manpower Information Systems Support Office (MISSO).

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Marine Corps authorized software
- 

TASK: 0160.03.02 DETERMINE END USER COMPUTER EQUIPMENT (EUCE)

CONDITION(S): Given EUCE with appropriate hardware, software, and reference materials.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Determine type of EUCE hardware required.
2. Demonstrate EUCE hardware.
3. Determine type of EUCE software required.
4. Demonstrate EUCE software.
5. Set up activation of system.

REFERENCE(S):

1. Appropriate equipment operating instructions
2. Users' Guides/Instructions/Manuals

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command Information Systems Management Officer (ISMO) and the Manpower Information Systems Support Office (MISSO).

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Marine Corps authorized software
- 

TASK: 0160.03.03 MONITOR CUSTOMER INFORMATION CONTROL SYSTEM (CICS)

CONDITION(S): Given EUCE, CICS access, and the references.

STANDARD(S): Per MCO P1080.40 and DFAS-KC 5200.22.

PERFORMANCE STEPS:

1. Log on to the system.
2. Determine the application required.
3. Select appropriate option.
4. Operate selected option.
5. Produce/print results of option selected.

REFERENCE(S):

1. DFAS-KC 5200.22, Video Inquiry System Users Manual
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Access to the Customer Information Control System (CICS)
  2. \* End User Computer Equipment (EUCE)
- 

TASK: 0160.03.04 GENERATE SPECIAL ROSTERS/AD HOC REPORTS



CONDITION(S): Given EUCE, access to UD/MIPS and MCTFS data bases, and the references.

STANDARD(S): Successfully and per UD/MIPS Users Guide, MCO P1080.40, DFAS-KC 5200.22 and Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Log on to the system required.
2. Select appropriate options from menus provided.
3. Initiate print process.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. DFAS-KC 5200.22, Video Inquiry System Users Manual
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MIPS, Marine Integrated Personnel System Users Guide

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided to the unit/command ISMO and/or the MISSO.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
3. \* End User Computer Equipment (EUCE)

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ENCLOSURE (6)

MOS 0161, POSTAL CLERK

DUTY AREA 01 - FINANCE

TASK: 0161.01.01 ACCEPT DOMESTIC MAIL

CONDITION(S): Given a request to send an article of domestic mail, standard United States Postal Service (USPS) supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual (DMM), USPS Notice 123, and DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Verify the customer's authorization to use the military post office.
2. Determine if the article is mailable according to:
  - a. Contents.
  - b. Size and weight.
  - c. Wrapping and packaging.
  - d. Addressing.
3. Determine class of mail and rate of postage by the:
  - a. Contents.
  - b. Customer's desires.
  - c. Size and weight limitations.
  - d. DMM and/or USPS Notice 123.
4. Endorse article according to the rate of postage charged.
5. Ensure customs documentation (if applicable) is attached to mail addressed to and from FPO/APO locations.
6. Determine the amount of postage required and collect that amount from the customer.
7. Ensure the customer receives the correct change by counting back to the customer the correct change due.
8. Ensure that proper postage was affixed to the article by:
  - a. Preparing postage meter tape(s) or giving the customer sufficient stamps to equal required postage.
  - b. Placing the meter tape(s) on the article in full view of the customer, or having the customer affix the stamps on the article.

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9. Cancel the stamps (if used) with the applicable cancellation device in full view of the customer.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. USPS NOTICE 123, Ratefold (Postage Rates)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Domestic Mail
  2. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.02 ACCEPT DOMESTIC MAIL REQUIRING SPECIAL SERVICES

CONDITION(S): Given an article of domestic mail requiring special services, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual (DMM), USPS Notice 123, and DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Verify the customer's authorization to use the military post office.
2. Determine if the article is mailable according to:
  - a. Contents.
  - b. Size and weight.
  - c. Wrapping and packing.
  - d. Addressing.
3. Determine class of mail and rate of postage by the:
  - a. Contents.
  - b. Customer's desires.
  - c. Size and weight limitations.
  - d. DMM and/or USPS Notice 123.
4. Provide the special services that are appropriate with the customer's desires and the references.
5. Make certain the article is completely sealed when given registry service.

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6. Endorse the article according to the rate of postage charged and the special services provided.
7. Ensure all required forms are correctly prepared and (if applicable) attached to the article, to include customs documentation for mail addressed to and from FPO/APO locations.
8. Determine the amount of postage and fee(s) for the special services provided, and collect that amount from the customer.
9. Ensure the customer receives the correct change by counting back to the customer the correct change due.
10. Ensure that proper postage and fee(s) were affixed to the article by:
  - a. Preparing a postage meter tape(s) and placing them on the article in full view of the customer.
  - b. Giving the customer sufficient stamps to equal the postage and fee(s) and having the customer affix the stamps to the article.
11. Cancel the stamps (if used) with the appropriate cancellation device.
12. Give the customer the appropriate receipts when accountable services are given.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. USPS NOTICE 123, Ratefold (Postage Rates)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Domestic Mail requiring special services
  2. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.03 ACCEPT INTERNATIONAL POSTAL UNION MAIL

CONDITION(S): Given an article of postal union mail, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual and DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Verify the customer's authorization to use the military post office.
2. Determine if the article is mailable according to:

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- a. Contents.
  - b. Size and weight.
  - c. Wrapping and packing.
  - d. Addressing.
3. Determine class of mail and rate of postage by the:
    - a. Contents.
    - b. Customer's desires.
    - c. Size and weight limitations.
    - d. International Mail Manual (IMM) and/or USPS Poster.
  4. Ensure that all required forms (to include customs forms) are correctly prepared and (if applicable) attached to the article.
  5. Endorse the article according to the category of mail and services provided.
  6. Determine the amount of postage and applicable fee(s) required for the article and collect that amount from the customer. (Refer to the country of address in the International Mail Manual)
  7. Ensure the customer receives the correct change by counting back to the customer the correct change due.
  8. Ensure that proper postage is affixed to the article by:
    - a. Preparing postage meter tape(s) and placing it/them on the article in full view of the customer.
    - b. Give the customer sufficient stamps to equal the amount of postage and fees, and have the customer affix the stamps to the article.
  9. Cancel stamps (if used) with appropriate cancellation device.
  10. Provide the customer with any necessary receipts for services provided.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. IMM, International Mail Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Article of Postal Union Mail
2. \* Standard United States Postal Service (USPS) Supplies and Equipment

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TASK: 0161.01.04 ACCEPT INTERNATIONAL PARCEL POST

CONDITION(S): Given a parcel to be sent international parcel post, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual (DMM), International Mail Manual (IMM), USPS Poster 51, DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Verify the customer's authorization to use the military post office.
2. Determine if parcel post is the most appropriate method of mailing and providing services according to the customer's desires and the International Mail Manual.
3. Determine the mailability of the contents of the article.
4. Check the article for complete "to" and "from" addresses.
5. Check that the article is within size and weight limitations for parcel post.
6. Check the article for proper packing and wrapping.
7. Check that all forms (to include customs documentation) are correctly prepared and attached (if applicable) to the article.
8. Endorse the article according to category of mail and services provided.
9. Determine the amount of postage and applicable fees required for the article and collect that amount from the customer (Refer to the country of address in the International Mail Manual).
10. Ensure that the proper postage is affixed to the article by:
  - a. Preparing a postage meter tape and place it on the article in full view of the customer.
  - b. Giving the customer sufficient stamps equal to the amount of postage and fees, and have the customer affix the stamps to the article.
11. Cancel the stamps (if used) with appropriate cancellation device.
12. Provide the customer with any necessary receipts for services provided.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. IMM, International Mail Manual
4. USPS POSTER 51, International Postal Rates and Fees

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INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Parcel requiring international parcel post
  2. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.05 MONITOR MAIL ACCEPTANCE PROCEDURES

CONDITION(S): Given an operational post office and the references.

STANDARD(S): Per the references and providing on the spot information and corrections, as required.

PERFORMANCE STEPS:

1. Monitor acceptance of domestic mail.
2. Monitor acceptance of domestic mail requiring special services.
3. Monitor acceptance of international postal union mail.
4. Monitor acceptance of international parcel post.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. IMM, International Mail Manual
4. USPS NOTICE 123, Ratefold (Postage Rates)
5. USPS POSTER 51, International Postal Rates and Fees

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Operational military post office
- 

TASK: 0161.01.06 MAINTAIN STAMP STOCK

CONDITION(S): Given the requirement to maintain a fixed credit account (money and stamps), access to PS Form 17 (Stamp Requisition), standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. A stamp stock shall be replenished whenever the amount of cash on hand reaches 25% of the total fixed credit, or as directed by the Postal Officer.
2. Prepare PS Form 17, in sufficient quantity, to replenish stamp stock.
  - a. If hand carried, prepare 2 copies.
  - b. If mailed, prepare 3 copies. Inner envelope containing requisitions will be endorsed, "To be opened in the presence of a witness".
3. Submit PS Form 17 to supplier to replenish stamp stock.
4. Ensure all PS Forms 17 submitted/received are properly witnessed.
5. Process the filled requisition with a copy of the PS Form 17 and report any discrepancies.
6. Keep stamp stock funds separate from other funds unless otherwise directed.
7. Keep stamp stock out of reach of customers and other clerks during the business day, and in authorized locked receptacles when not in use.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* PS Form 17, Stamp Requisition
  2. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.07 OPERATE A POSTAGE METER MACHINE

CONDITION(S): Given a mailable article requiring postage, PS Form 3602-PO (Postage Collected Through Post Office Meter), a postage meter machine, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual (DMM), PS Form 3533 and DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Obtain the postage meter head, meter locking key, as required, and a triplicate copy of PS Form 3602-PO from the custodian of postal effects (COPE) or designated meter custodian at the beginning of the business day.
  - a. Verify entries on PS Form 3602-PO.
  - b. Initial all 3 copies on the "meter operator" line.

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2. Install and lock the postage meter head on the meter base and verify current date.
3. Collect the required amount of postage and fees (if any) required for the article.
4. Print the postage meter tape.
5. Affix the postage meter tape to the article.
6. Retain any unused and/or spoiled postage meter tape(s).
7. Secure the postage meter during periods of absence.
8. Return the following to the COPE or designated meter custodian at the end of the business day:
  - a. Triplicate copy of PS Form 3602-PO.
  - b. Postage meter head/meter locking key, as required.
  - c. Cash collected from the sale of postage meter tapes.
  - d. Any unused postage meter tapes issued in error, accompanied by PS Form 3533.
9. Verify all entries made by COPE or designated meter custodian at the end of the business day.
10. Sign all copies of the PS Form 3602-PO on the "meter operator" line.
11. Print name and rank next to each signature.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. PS FORM 3533, Application and Voucher for Refund of Postage and Fees

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Mailable article requiring postage
  2. \* PS Form 3533, Application and Voucher for Refund of Postage and Fees
  3. \* PS Form 3602-PO, Postage Collected Through Post Office Meter
  4. \* Postage Meter Machine
  5. \* Standard United States Postal Service (USPS) Supplies and Equipment
-

TASK: 0161.01.08 MANAGE STAMP STOCK

CONDITION(S): Acting as an NCOIC Postal Finance Unit or Filler Stock Clerk, given access to PS Form 17 (Stamp Requisition), PS Form 3295 (Daily Record of Stamps), standard USPS supplies and equipment and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. As NCOIC Postal Finance Unit or a Filler Stock Clerk:
  - a. Maintain records of stamp stock on hand using PS Form 3295.
  - b. Maintain original copy of PS Form 3369 for each fixed credit assigned.
  - c. Requisition replacement stamp stock from the COPE.
  - d. Return damaged stamp stock to the COPE for disposition.
  - e. Fill requisitions submitted by clerks for replacement stamp stock.
  - f. Verify that proper security is maintained for all fixed credits.
  - g. Conduct required audits of all fixed credits.
  - h. Issue fixed credits to designated clerks.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* PS Form 17, Stamp Requisition
2. \* PS Form 3295, Daily Record of Stamps
3. \* Standard United States Postal Service (USPS) Supplies and Equipment

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TASK: 0161.01.09 MAINTAIN POSTAGE METER MACHINE/FUNDS

CONDITION(S): Given a military post office with postage meter machine(s), PS Form 3602-PO, monies derived from purchases, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual (DMM) and DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Issue the postage meter head and key to an operating clerk:

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- a. Prepare a PS Form 3602-PO in triplicate (enter the date, meter number and beginning, ascending and descending register readings).
  - b. Verify entries on the PS Form 3602-PO with the clerk.
  - c. Initial all three copies of the PS Form 3602-PO on the "supervisor" line.
  - d. Have the clerk initial all 3 copies of PS Form 3602-PO on the "meter operator" line.
  - e. Maintain the original and duplicate copy of the PS Form 3602-PO during the day.
  - f. Give the triplicate copy of the PS Form 3602-PO to the clerk.
  - g. Verify the date of the meter postmarking die to reflect the current date.
2. Carry out the following procedures when the PS 3602-PO is issued in error:
    - a. Mark all three copies "void".
    - b. Forward the original copy to the COPE.
    - c. Retain the duplicate copy in sequential order in the meter records.
    - d. Destroy the triplicate copy.
3. Carry out the following at the close of business:
    - a. Receive the postage meter head, key, funds for postage sold and any unused meter tapes with PS Form 3533.
    - b. Record the ending ascending and descending meter readings, subtract both columns and compare both totals which should be equal.
    - c. Check that the total cash plus the unused meter tapes equal the totals of both columns.
    - d. Verify all entries on the PS Form 3602-PO with the clerk.
    - e. Print your name on the "supervisor" line on all three copies of the PS Form 3602-PO.
    - f. Print the name of the clerk on the "meter operator" line on all three copies of the PS Form 3602-PO.
    - g. Sign all 3 copies of the PS Form 3602-PO on the "supervisor" line.
    - h. Have the clerk sign all 3 copies of the PS Form 3602-PO on the "meter operator" line.

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- i. Collect the meter funds, unused meter tapes, if any, and the PS Form 3602-PO for submission to the COPE.
4. Immediately withdraw a malfunctioning postage meter machine from service if it misregisters or otherwise fails to correctly record each transaction in the ascending or descending register.
5. Verify and set date on meter machine. Secure postage meter head and related items.
6. Request the COPE reset the postage meter head when:
  - a. The "credit balance" register becomes less than \$100.00.
  - b. Six months have passed since the last reset.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Operational military post office
  2. \* PS Form 3602-PO, Postage Collected Through Post Office Meter
  3. \* Postage Meter Machine
  4. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.10 TRANSFER POSTAGE METER TO AUTHORIZED PERSONNEL DURING PERIODS OF ABSENCE

CONDITION(S): Given a military post office with postage meter machine(s), PS Form 3602-PO, monies derived from purchases, standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. During periods of absences, ensure the operating clerk transfers the meter to another clerk for operation by using the following procedures:
  - a. The ascending and descending register readings must be written on the reverse of the triplicate copy of PS Form 3602-PO and verified and initialed by both clerks.
  - b. The regular clerk must obtain a receipt on PS Form 1096 for any cash that may be turned over to the substitute clerk for making change.

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c. When the regular clerk returns, the register readings must be noted and verified in the same manner. The ascending and descending meter readings must be subtracted to determine the amount of meter sales for which the substitute operator is responsible.

d. The substitute operator must turn over to the regular operator all funds received from meter sales during the time he or she operated the meter and the change fund, if any, received from the regular operator. The regular operator must include these funds with the remittance at the end of the business day.

e. The substitute clerk shall obtain a receipt on PS Form 1096 for any cash turned over to the regular clerk.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Operational military post office
  2. \* PS Form 3602-PO, Postage Collected Through Post Office Meter
  3. \* Postage Meter Machine
  4. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.11 RESET MANUAL POSTAGE METER HEAD

CONDITION(S): Given a postage meter machine, wire cutters, master setting key, resetting tool (stylus), meter seal, seal press, PS Form 3602-PO (Postage Collected Through Post Office Meter), PS Form 3610 (Record of Postage Meter Settings), PS Form 3602-A (Daily Record of Meter Register Readings), and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Place the meter in front of you with the seal and setting key cover to your left.
2. Remove the seal with wire cutters.
3. Hold the key cover open, insert the setting key and turn it toward you to open the access cover.
4. Locate the locking lever (red) and move it to the right.

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5. Use the setting tool (stylus) and set the machine by turning the series of numbered wheels accordingly.
6. Once the meter is set, move the red locking lever to the left.
7. Close the access cover, turn and remove the setting key.
8. Check that setting key cover, stationary lug, and access cover lugs are aligned before inserting the new seal.
9. Insert new seal and squeeze with seal press. (Tug on seal lightly to ensure it is secure).
10. Annotate PS Form 3602-PO to show the amount of postage that has been added to the machine.
11. Sign the PS Form 3602-PO on the "meter set by" line.
12. Annotate 3602-A with new ascending and descending register readings.
13. Enter appropriate information on PS Form 3610 for that particular meter.
14. Return the postage meter and PS Form 3602-PO to the clerk.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Meter Seal
2. \* Meter Setting Key
3. \* PS Form 3602-A, Daily Record of Meter Register Readings
4. \* PS Form 3602-PO, Postage Collected Through Post Office Meter
5. \* PS Form 3610, Record of Postage Meter Settings
6. \* Postage Meter Machine
7. \* Resetting Tool (stylus)
8. \* Seal Press
9. \* Wire cutters

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TASK: 0161.01.12 OPERATE AN INTEGRATED RETAIL TERMINAL (IRT)

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CONDITION(S): Given an article presented for mailing at a postal finance window, access to an IRT, clerk diskette with identification number, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual (DMM), Integrated Retail Terminal Instruction Manual (IRT) and International Mail Manual (IMM).

PERFORMANCE STEPS:

1. Provide clerk identification number to the COPE in PS Form 3977, Duplicate Key Envelope.
2. Insert program disk.
3. Turn on power to the IRT.
4. Insert the clerk disk into the disk drive and close the disk drive lever.
5. Enter the clerk ID number when "start of day" appears on the screen.
6. Enter serial numbers of blank money orders to be sold into the IRT.
7. Enter the dollar amount for any stamps received from the COPE or unit NCOIC.
8. Press the correct key according to the category of mail and/or services requested.
  - a. Enter the first 3 digits of the zip code for domestic mail (Express Mail requires a 5 digit zip code).
  - b. Enter proper category and country code for international mail.
  - c. Select proper keys for special services requested.
  - d. Issue money order upon request.
  - e. Sell book/coil pressing the proper key.
  - f. Cash domestic money order.
9. Credit the proper account indicator code (AIC).
  - a. Press "post office meter" key when issuing meter tapes.
  - b. Press "postage stamps" key when issuing stamps and/or stamped paper.
  - c. Enter the amount of cash or check tendered.
10. When leaving the window for any period of time, press "start of day" key before removing disk.
11. Print a money order and checks list at the end of the day.
12. Verify the check and money order list, and correct it if necessary.

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13. Print a final 1412.
14. Remove and secure disk and turn off power to the IRT.

REFERENCE(S):

1. Integrated Retail Terminal (IRT) Instruction Manual
2. DMM, Domestic Mail Manual
3. IMM, International Mail Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Integrated Retail Terminal and clerk diskette with identification number
  2. \* Mailable article requiring postage
  3. \* Operational military post office
  4. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.13 SELL DOMESTIC POSTAL MONEY ORDERS

CONDITION(S): Given a blank postal money order, money order imprinter, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual (DMM) and DoD 4525.6-M, Vol I.

PERFORMANCE STEPS:

1. Verify that all money order forms are accounted for and properly complete DD Form 885.
2. Verify the customer's authorization to use the military post office.
3. Verify the amount of the money order desired (not to exceed authorized maximum).
4. Select the next blank money order in numerical sequence.
5. Process the money order by:
  - a. Setting the money order imprinter to the correct date.
  - b. Setting the money order imprinter to the desired dollar amount.
  - c. Imprinting the money order.
  - d. Checking all parts of the printed money order for imprinting faults such as incorrect date or dollar amount, double printing, etc.
  - e. Returning the amount keys to the asterisk "\*" position.

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f. Removing the voucher from the money order set and give the customer the rest of the form set.

6. Perform the required corrective measures if an error is made before issuing the money order to the customer.

a. Print or stamp the word "spoiled" in the "pay to" or "from" block on the face of the money order and retain it for submission at the close of business.

b. Do not intermingle the spoiled money order with the retained money order vouchers.

c. Destroy the money order voucher and customer receipt.

d. Prepare a new money order.

7. Retain and place the money order voucher in numerical sequence.

8. Collect the correct amount of money for the value of the money order plus the money order fee from the customer.

9. Provide the customer the money order and the customer's receipt.

10. Advise the customer to complete the "pay to" and "from" blocks immediately.

11. Perform the required corrective measures when an error (made by the clerk or customer) is discovered, and the money order is returned on the date of purchase:

a. Print or stamp the word "spoiled" in the "pay to" or "from" block on the face of the money order and retain it for submission at the close of business.

b. Do not intermingle the spoiled money orders with the retained money order vouchers.

c. Destroy the money order voucher and the customers receipt.

d. Reissue a new money order charging no fee (if the customer's receipt is NOT recovered the clerk must charge the customer a money order fee).

12. Perform the required corrective measures when an error is discovered, and the money order is returned after the date of purchase.

a. Recover the customer's receipt (if possible) and annotate "replaced by money order serial no. \_\_\_\_".

b. Recover and cash the money order. (Do not spoil the money order).

c. Reissue a new money order without charging a fee. (If the customer's receipt is not recovered, the clerk must charge the customer a money order fee).

13. Keep blank money orders out of the reach of customers and other clerks while in use and secured when not being used.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Blank Postal Money Order
  2. \* DD Form 885, Money Order Control Record
  3. \* Postal Money Order Imprinter
  4. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.14 CASH DOMESTIC POSTAL MONEY ORDERS

CONDITION(S): Given a list of missing or stolen money orders from the latest postal bulletin, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual (DMM) and DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Verify the customer's authorization to use the military post office.
2. Determine that there are sufficient funds on hand to cash the money order.
3. Check that the money order is properly completed and acceptable for cashing as presented and:
  - a. Does not exceed the authorized maximum amount.
  - b. Does not bear any alteration or erasure.
4. Check that the customer is the payee, endorsee or purchaser.
5. Check the current missing or stolen money order list from the latest Postal Bulletin to verify that the money order is not listed.
6. Have the customer, purchaser, or payee sign, in the presence of the clerk, on the reverse side of the money order.
  - a. One signature is required for a single payee.
  - b. One signature is required if the word "or" is used between the names of the payees.

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c. Both signatures are required if no word or symbol is used between the names of the payees.

d. Both signatures are required if the word "and" or the symbol "&" is used between the names of the payees.

7. Have the customer (third party endorsee) sign, in the presence of the clerk, on the reverse side of the money order, below the payee's signature.

8. Use the customer's military identification card or valid passport I.D. number, photograph and signature to verify the positive identification of the customer. Social Security Cards are not acceptable.

9. Annotate the reverse side of the money order with the social security number, military identification card number, or passport number.

10. Place the impression of an all-purpose dating stamp and your initials on the reverse side of the money order.

11. Check that the amount given to the customer is correct.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Postal Bulletin with listing of lost or stolen Money Orders
2. \* Standard United States Postal Service (USPS) Supplies and Equipment

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TASK: 0161.01.15 PREPARE A MONEY ORDER BUSINESS REPORT

CONDITION(S): Given a blank PS Form 6019 (Military Post Office Report of Money Order Business), PS Form 1096 (Cash Receipt), money order voucher, "spoiled" money orders, "paid" money orders, all-purpose dating stamp (APDS), adding machine with paper tape (original and duplicate), standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Arrange the money order vouchers in numerical sequence sold with spoiled money orders, if any, behind the vouchers.
2. Calculate the total fees collected by counting the number of money orders sold, excluding "no fee" money orders, and multiplying by the fee.

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3. Prepare a verification (adding machine) tape in duplicate using items that comprise the money order business for that day (i.e., vouchers, computed fees, "paid" or "spoiled" money orders, etc.). Refer to the reference for format.
4. Count the cash on hand and ensure it agrees with the "total cash" shown on the verification tape.
5. Prepare a sufficient number of copies of PS Form 6019 for each separate location that will handle the report.
6. Prepare PS Form 6019 by properly completing:
  - a. The heading.
  - b. Section I (Money orders issued).
  - c. Section II (Paid money orders and checks included in summary).
  - d. Section III (Cash summary).
  - e. Remarks sections to include verifying official.
  - f. Signature of preparing clerk.
  - g. Stamp with all purpose date stamp in postmark block.
7. Check that the following items are correctly assembled before delivering or mailing the money order report to the verifying official or COPE.
  - a. Vouchers in numerical sequence with "spoiled" money orders behind the vouchers (placed in an envelope to maintain their sequential order).
  - b. Original copy of the verification tape.
  - c. PS Form(s) 6019.
  - d. Funds.
  - e. Paid money orders.
8. Prepare (in duplicate) PS Form 1096, as a receipt for funds when the money order receipt is hand carried to the verifying official or COPE.
9. Mail the money order report by registered USPS indicia mail (if not personally delivered) by:
  - a. Annotating the unit file copy of the PS Form 6019 with the registry number.
  - b. Annotating the inner envelope with the endorsement "Open in the presence of a witness".
  - c. Initialing (clerk and witness) across the flap intersections of the inner envelope containing the money order report.

d. Preparing the shipment in the prescribed manner when submitting cash by referring to the reference for format.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* "Paid" Money Orders
  2. \* "Spoiled" Money Orders
  3. \* Adding machine w/paper tape (original and duplicate)
  4. \* All-purpose dating stamp (APDS)
  5. \* Money Order Voucher
  6. \* PS Form 1096, Cash receipt
  7. \* PS Form 6019, Military Post Office Report of Money Order Business
  8. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.16 MONITOR POSTAL MONEY ORDER TRANSACTIONS

CONDITION(S): Given an operational post office with ongoing postal money order transactions and the references.

STANDARD(S): Per Domestic Mail Manual, DoD 4525.6-M, VOL I, DoD 4525.6-M, VOL II and providing on the spot corrections as necessary.

PERFORMANCE STEPS:

1. Monitor the sale of domestic money orders.
2. Monitor the cashing of domestic postal money orders.
3. Review money order business report.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. DOD 4525.6-M, VOL II, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

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TRAINING MATERIEL:

1. \* Money Order Business Report(s)
  2. \* Operational military post office
  3. \* Postal Money Orders
- 

TASK: 0161.01.17 MANAGE DOMESTIC MONEY ORDER FORMS

CONDITION(S): Given DD Form 885 (Money Order Control Record), PS Form 17 (Stamp Requisition), standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Requisition money order forms from the COPE by:
  - a. Preparing PS Form 17 in triplicate.
  - b. Submitting the original and a duplicate copy of the PS Form 17 to the source of supply.
  - c. Retaining the triplicate copy of PS Form 17 on file.
2. Verify each shipment of blank money order forms with a witness by:
  - a. Verifying entries on PS Form 17 received with the blank money orders.
  - b. Annotating the PS Form 17 received with the date received and registry number(s).
  - c. Signing both copies of the PS Form 17.
  - d. Having the witness sign both copies PS Form 17.
  - e. Returning the original copy of PS Form 17 to the source of supply.
  - f. Keeping the duplicate copy of PS Form 17 in the MPO files.
3. Dispatch promptly any missent shipments of blank money order forms received to the COPE.
4. Record all blank money order forms received and issued on master DD Form 885.
5. Carry out the following procedures when distributing blank money order forms to units by registered mail:
  - a. Prepare PS Form 17 in triplicate.
  - b. Have a witness verify and sign all copies of PS Form 17.
  - c. Submit two copies of the PS Form 17 with the blank money orders.

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- d. Retain the third (suspense) copy of the PS Form 17 in the MPO files.
  - e. Destroy the suspense copy of the PS Form 17 and replace it with the signed copy of PS Form 17 returned from the unit.
6. Safeguard the blank money order forms and related forms.
  7. Verify the disposition of unused money order forms if MPO is disestablished for any reason.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* DD Form 885, Money Order Control Record
  2. \* PS Form 17, Stamp Requisition
  3. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.18 PREPARE A CONSOLIDATED MONEY ORDER REPORT

CONDITION(S): Given access to complete money order reports including: Money order vouchers; "spoiled" money orders; remittance; any cashed treasury checks; paid money orders; PS Form 6019 (Military Post Office Report of Money Order Business); all-purpose dating stamp; PS Item EP 390B (envelope), adding machine with paper tape (original and duplicate), and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and DoD 4525.6-M, VOL II.

PERFORMANCE STEPS:

1. Review the completeness and accuracy of each Money Order Report received.
2. Prepare a verification tape for each Money Order Report verified.
3. Prepare recapitulation tape for the consolidated Money Order Report.
4. Prepare a consolidated Money Order Report using PS Form 6019.
5. Remit all funds to the appropriate check issuing agency and obtain a check.
6. Submit the completed report, remittance and supporting unit reports to the money order division by registered mail using PS Item EP 390B (Envelope) or Express Mail, where possible.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* "Paid" Money Orders
  2. \* "Spoiled" Money Orders
  3. \* Access to complete money order reports
  4. \* Adding machine w/paper tape (original and duplicate)
  5. \* All-purpose dating stamp (APDS)
  6. \* Blank Postal Money Order
  7. \* DD Form 885, Money Order Control Record
  8. \* Money Order Voucher
  9. \* PS Form 6019, Military Post Office Report of Money Order Business
  10. \* PS Item EP 390B, Envelope
- 

TASK: 0161.01.19 PERFORM THE DUTIES OF CUSTODIAN OF POSTAL EFFECTS (COPE)

CONDITION(S): Given an operational post office, access to [DD Form 285](#), DD Form 885, DD Form 2257, [DD Form 2259](#), PS Form 17, PS Form 1590, PS Form 3368, PS Form 3369, PS Form 3977, accountable postal equipment and serial numbers of the equipment assigned to the post office, stamps, stamped paper and cash of the fixed/flexible credit account, blank money orders, finance records, letters designating meter machine custodians, and the references.

STANDARD(S): Per USPS Publication 223, USPS Publication 247, DoD 4525.6-M, VOL I and DoD 4525.6C.

PERFORMANCE STEPS:

1. Audit the fixed/flexible credit of the departing COPE and prepare [DD Form 2259](#).
2. Prepare and record PS Form 3368 with the results of the audit.
3. Prepare PS Form 3369 to receipt for the fixed/flexible account and submit to accountable postmaster.
4. As the COPE:
  - a. Maintain records of stamp stock on hand using PS Form 3295.

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- b. Issue fixed credits to designated clerks.
  - c. Maintain original copy of PS Form 3369 for each fixed credit issued.
  - d. Requisition replacement stamp stocks from the servicing accountable postmaster or postal finance officer and notify the source if there are any discrepancies.
  - e. Submit bank deposits and PS Form 1412B, per the references (flexible accounts only).
  - f. Fill requisitions for replacement stamp stock submitted by the clerk.
  - g. Return redeemed or damaged stock, per the references.
  - h. Verify that proper security is maintained for all fixed/flexible credits.
  - i. Conduct required audits of all fixed credits.
- 5. Inventory all capital sensitive postal equipment assigned to the post office and prepare PS Form 1590 to receipt for the equipment.
  - 6. Prepare DD Form 2257 for the signature of the postal officer/commander appointing you as COPE.
  - 7. Prepare PS Form 3977 to record and safeguard duplicate keys and combinations to the COPE's safe.
  - 8. Audit blank money order forms on hand and properly receipt for them on DD Form 885.
  - 9. Distribute completed forms.
  - 10. Conduct audit and inspections of unit post offices, as required.
  - 11. Verify a consolidated money order report using PS Form 6019.

REFERENCE(S):

- 1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
- 2. DOD 4525.6C, Department Of Defense Postal Supply Catalog
- 3. USPS PUBLICATION 223, Directives and Forms Catalog
- 4. USPS PUBLICATION 247, USPS Material Management Equipment & Supply Catalog

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

- 1. \* Access to complete money order reports

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2. \* Accountable postal equipment and serial numbers of the equipment assigned to the post office
  3. \* Blank Postal Money Order
  4. \* DD Form 2257, Designation/Termination MPC-FPC-COPE-PFO
  5. \* DD Form 2259, Report of Audit of Postal Accounts
  6. \* DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly
  7. \* DD Form 885, Money Order Control Record
  8. \* Letters designating meter machine custodians
  9. \* Money Order Voucher
  10. \* Operational military post office
  11. \* PS Form 17, Stamp Requisition
  12. \* PS Form 3368, Stamped Credit Examination Record
  13. \* PS Form 3369, Consigned Credit Receipt
  14. \* PS Form 3977, Duplicate Key Envelope
  15. \* Stamps, stamped paper and cash of the fixed/flexible credit account
  16. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.01.20 CONDUCT AUDIT OF A FIXED CREDIT ACCOUNT

CONDITION(S): Given access to PS Form 3369, PS Form 3368, calculator with paper tape, standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Verify the amount of fixed credit by checking the clerk's PS Form 3369.
2. Ensure all assigned fixed credit accounts are available for audit.
3. Count all stamps and stamped paper and make appropriate entries on the reverse of DD Form 2259 (Part I).
4. Total Part I on reverse of DD Form 2259.
5. Count all cash on hand (if received as payment) and make appropriate entries in Part II of DD Form 2259.
6. Total Part II and make appropriate entries.

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7. List stamp requisitions in transit (COPE or Unit NCOIC only). NOTE: If stamp requisition is in transit, verify PS Form 17 with registered receipt (PS Form 3806). If requisition is sent to the COPE, verification is required via e-mail, telephone call, etc.
8. Fill out the top portion of [DD Form 2259](#).
9. Enter totals from the reverse side of [DD Form 2259](#) in the applicable space on the front of the form.
10. Total all advanced fixed credit and enter accordingly. (COPE and filler stock only).
11. Total all figures and enter in "Total amount accounted for at time of audit".
12. If "total amount accounted for" does not match the "dollar amount of account", enter the amount of overage/shortage in the appropriate space and check the applicable box.
13. Verify that the overage/shortage is within tolerances specified in the references. (COPE and filler stocks have no tolerance).
14. Handle overages/shortages in excess of authorized tolerance limits, per the references.
15. Fill in "Money Order Account" blocks as applicable.
16. Audit postage meter account and verify daily business submissions since last inspection, ensuring the date of the last audit is entered.
17. Ensure auditor and individual being audited sign the [DD Form 2259](#).
18. Record results of the audit on the clerks PS Form 3368.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Calculator with paper tape
2. \* [DD Form 2259](#), Report of Audit of Postal Accounts
3. \* PS Form 3368, Stamped Credit Examination Record
4. \* PS Form 3369, Consigned Credit Receipt
5. \* Standard United States Postal Service (USPS) Supplies and Equipment

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DUTY AREA 02 - OPERATIONS

TASK: 0161.02.01 DISPATCH ORDINARY MAIL

CONDITION(S): Given standard USPS supplies and equipment and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Face and sort letters and flats.
2. Check mail for proper postage.
3. Cancel all letters and flats.
4. Sort mail to appropriate destinations.
5. Tray/pouch/sack mail for dispatch.
6. Label trays, pouches, sacks and outside mail pieces (OSPs) to appropriate destinations.
7. Weigh and enter weights on tags and labels.
8. Prepare mail manifests for dispatch.
9. Check that articles are loaded and transported appropriately.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
4. DOD 4525.6H, Mail Distribution Instruction and Labeling Handbook
5. IMM, International Mail Manual
6. POM, Postal Operations Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.02.02 PROCESS DELIVERY OF ORDINARY MAIL

CONDITION(S): Given standard USPS supplies and equipment and the references.

STANDARD(S): Per Domestic Mail Manual, DoD 4525.6-M, VOL I, and DoD 4525.6-M, VOL II.

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PERFORMANCE STEPS:

1. Verify incoming mail manifests with mail received.
2. Sort incoming direct sacks and parcels, as required.
3. Check empty mail bags for residue mail.
4. Case and sort all mixed working mail.
5. Separate accountable mail and direct it to proper processing section/unit.
6. Tie out all cases for delivery.
7. Deliver mail only to authorized individuals by checking [DD Form 285](#) or 3801. (Local SOP may also require military I.D. card or other identification for civilians).
8. Ensure all mail clerks/orderlies sign a receipt log when receipting for mail.
9. Process damaged mail.
10. Inform supervisor of any mail irregularities.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. DOD 4525.6-M, VOL II, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* [DD Form 285](#), Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly
2. \* Incoming Mail
3. \* Standard United States Postal Service (USPS) Supplies and Equipment

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TASK: 0161.02.03 PROCESS INCOMING REGISTERED MAIL

CONDITION(S): Given access to outside/inside bill(s), blank PS Form 3854, standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and DoD 4525.6-M, VOL II.

PERFORMANCE STEPS:

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1. Verify that all register pouches, sacks and/or outside pieces listed on the outside/truck bill were not tampered with and are received.
2. Enter on the outside/truck bill the number of pieces received, time of receipt, the impression of the APDS, and sign the bill.
3. Open all pouches and sacks in the presence of a witness.
4. Verify with the witness that all articles of registered mail listed on inside bills are received.
5. Enter the number of pieces received, time processed, the impression of the APDS and sign the bill. (Signatures required from both clerk and witness).
6. Take appropriate action if discrepancies are found during the receipt.
7. Postmark each article of registered mail received with APDS to show the date and office receiving it.
8. Receipt for registered delivered mail by firm mailers using PS Form 3877 (Firm Mailing Book for Accountable Mail).
9. Account for and process all registered mail found in ordinary mail.
10. Safeguard and secure the Registry Section and all registered mail.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to Outside/Inside Bills
2. \* All-purpose dating stamp (APDS)
3. \* PS Form 3854, Manifold Registry Dispatch Book
4. \* PS Form 3877, Firm Mailing Book for Accountable Mail
5. \* Standard United States Postal Service (USPS) Supplies and Equipment

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TASK: 0161.02.04 DISPATCH OUTGOING REGISTERED MAIL

CONDITION(S): Given access to PS Form 3854, PS Label 87, standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and DoD 4525.6-H.

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PERFORMANCE STEPS:

1. Separate registered mail by destination, and when applicable, further separate the personal from the official mail.
2. Prepare PS Item EP-390 (Envelope, Registry Jackets Printed) when five or more letter sized pieces are to be dispatched to the same location by:
  - a. Ensuring a separate book of PS Forms 3854 for registry jackets.
  - b. Preparing two copies of PS Form 3854 showing each registered item included in the registry jacket.
  - c. Placing the original PS Form 3854 inside the registry jacket and keeping the duplicate in the book.
3. Prepare the inside bill (PS Form 3854) for a registry pouch by:
  - a. Ensuring pouch to be used is serviceable.
  - b. Using a separate book of PS Forms 3854.
  - c. Preparing PS Form 3854 in duplicate, showing each registered item included in the pouch.
  - d. Placing the original bill in the pouch with the registered items in the presence of a witness. (Bill will be placed under the first item in the bundle of letters).
  - e. Retaining the duplicate inside bill in the manifold dispatch book.
4. Close and secure the pouch with a numbered tin band seal (PS Item 01817C) in the presence of a witness.
5. Affix appropriate slide labels and destination tags to the registry pouch.
6. Affix a PS Label 87 on the address side of any outside mail.
7. Prepare the outside/truck bill (PS Form 3854) in triplicate, listing all registered pouches and outside mail to be dispatched to the same location.
8. Obtain signature for outgoing registered mail and provide mail guard with original and duplicate PS Form 3854.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6H, Mail Distribution Instruction and Labeling Handbook

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

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TRAINING MATERIEL:

1. \* PS Form 3854, Manifold Registry Dispatch Book
  2. \* PS Item 01817C, Tin Band Seal
  3. \* PS Item EP-390, Envelope, Registry Jackets Printed
  4. \* PS Label 87, Registered Outside
  5. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.02.05 DELIVER ACCOUNTABLE MAIL

CONDITION(S): Given access to PS Form 3883, PS Form 3849, PS Form 3877, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual and DoD 4525.6-M, VOL II.

PERFORMANCE STEPS:

1. Carry out the following procedures when personal accountable mail is to be delivered to individuals:
  - a. Endorse article with APDS to show date of receipt.
  - b. Prepare PS Form 3849.
  - c. Send the prepared PS Form 3849 to the addressee.
  - d. Send second notice to addressee if article is not delivered within 5 days of the initial notice.
  - e. Have addressee or authorized agent sign PS Form 3849 (require positive customer identification.)
  - f. Sign and date the PS Form 3849 as the delivering clerk (process and retain accordingly).
  - g. Complete and remove any return receipts.
  - h. Give the article of accountable mail to the individual. NOTE: Accountable mail not called for within 10 days of the second notice will be handled per the references.
2. Carry out the following procedures when delivering official accountable mail to unit mail clerks.
  - a. Verify mail clerks authorization to receipt for official accountable mail.
  - b. Prepare PS Form 3883 in duplicate, for each type of accountable mail.
  - c. Have the mail clerk verify entries on the PS Form 3883, enter the number

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of items received and sign the form.

- d. Sign the PS Form 3883 in the "delivered by" block and date accordingly.
- e. Postmark both copies with the APDS.
- f. Give the duplicate copy of the PS Form 3883 to the unit mail clerk with the articles.
- g. Retain the original copy of the PS Form 3883 for the post office records.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* All-purpose dating stamp (APDS)
  2. \* PS Form 3849, Delivery Notice/Reminder/Receipt
  3. \* PS Form 3877, Firm Mailing Book for Accountable Mail
  4. \* PS Form 3883, Firm Delivery Book
  5. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.02.06 CLOSE A REGISTRY SECTION

CONDITION(S): At the close of business or end of shift, given access to [DD Form 2261](#), [DD Form 2261](#) from the previous day, all documents used to receive, deliver or dispatch registered mail, all registered mail not delivered, standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL II.

PERFORMANCE STEPS:

1. Prepare [DD Form 2261](#) to account for all registered mail processed by the registry section during the day/shift.
2. Have the verifying official/witness sign the form after verifying that all entries on the form are correct and registered articles are accounted for.
3. Retain the [DD Form 2261](#) and all back up documentation on file for a period of 2 years.
4. Safeguard and secure the registry section.

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REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* DD Form 2261, Registered Mail - Balance & Inventory
  2. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.02.07 OPERATE A POSTAL SERVICE CENTER

CONDITION(S): Given access to DD Form 2262, DD Form 2263, DD Form 2258, PS Form 3907, PS Form 3801, PS Form 3849, OPNAV Form 5110/5, standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL II.

PERFORMANCE STEPS:

1. Check that incoming mail is expeditiously processed and all personal mail is distributed to mail receptacles.
2. Check that general delivery mail is separated and handled per the references.
3. Check that oversize articles are properly handled and PS Form 3907 is placed in the lock box.
4. Check that accountable mail is properly processed and PS Form 3849 is placed in the lock box.
5. Check that lock boxes are assigned only to personnel authorized MPO privileges.
6. Check that there is a DD Form 2262 maintained on file for each lock box installed in the MPO.
7. Check that DD Forms 2258 are properly used to show temporary absence or to mark advanced issuance of a lock box.
8. Check that DD Form 2258 is signed only by receptacle holder, a family member or a postal clerk.
9. Check that everyone being assigned a lock box or turning in a lock box has properly filled out a minimum of 2 change of address cards (OPNAV 5110/5).
10. Ensure customer is given PS Form 2663 to show correct mailing address and receptacle combination.
11. Check that DD Form 2258 (Temporary Mail Disposition Instructions) is properly completed and signed.

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12. Check each assigned receptacle, at least monthly, for excessive mail accumulation.
13. Check that DD Forms 2262, for mail receptacles not currently in use, are placed in chronological order by date of closure, and issued accordingly.
14. Change combinations/key locks, per the references.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* DD Form 2258, Temporary Mail Disposition Instructions
  2. \* DD Form 2262, Receptacle Record
  3. \* DD Form 2263, Mailing Address/Combination Record
  4. \* OPNAV 5110/5, Notice of Change of Address
  5. \* PS Form 3801, Standing Delivery Order
  6. \* PS Form 3849, Delivery Notice/Reminder/Receipt
  7. \* PS Form 3907, Post Office Box Mail Pickup Notice
  8. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.02.08 ACCEPT OFFICIAL MAIL

CONDITION(S): Given access to an official mail meter machine, standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.8-M and MCO P5110.4.

PERFORMANCE STEPS:

1. Screen mail to ensure mailer is authorized use of official mail.
2. Ensure that all articles are properly prepared for mailing.
3. Check for a complete and correct return address of mailing activity in the upper left corner of the envelope/label and a complete and correct forwarding address.
4. Endorse all oversized letters (flats) and parcels as appropriate.
5. Provide special services only when required by law, DoD instruction, Marine Corps Directives, or authorized in writing by CMC (Code MHP-50).
6. Ensure mailers use standard, letter-sized envelopes whenever possible.

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7. Consolidate mail for a single location whenever possible.
8. Use direct pouches to dispatch mail when possible, as specified in MCO P5110.4.
9. Maintain PS Form 3602-A, Daily Record of Meter Register Readings, for the official meter.
10. Maintain all meter tapes/stamps issued in error and turn in to meter custodian at the end of the business day.

REFERENCE(S):

1. DOD 4525.8-M, Department of Defense Official Mail Manual
2. MCO P5110.4, The Marine Corps Official Mail Program

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* PS Form 3602-A, Daily Record of Meter Register Readings
  2. \* Penalty Mail Stamps
  3. \* Postage Meter Machine
  4. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.02.09 MONITOR OFFICIAL MAIL HANDLING PROCEDURES

CONDITION(S): Given an operational post office and the references.

STANDARD(S): Per Domestic Mail Manual (DMM), DoD 4525.6-M, VOL I, DoD 4525.6-M, VOL II, DoD 4525.8-M, and MCO P5110.4.

PERFORMANCE STEPS:

1. Monitor/supervise official operations.
2. Maintain a maintenance log on each metering system.
3. Monitor and order necessary supplies.
4. Ensure the official postage meter head is reset properly.
5. Verify the official postage meter head is examined every six months.
6. Ensure that a copy of the postage meter head license is on file in the Post Office.

REFERENCE(S):

1. DMM, Domestic Mail Manual

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2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
4. DOD 4525.8-M, Department of Defense Official Mail Manual
5. MCO P5110.4, The Marine Corps Official Mail Program

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Operational military post office
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TASK: 0161.02.10 CONDUCT MAILROOM INSPECTIONS

CONDITION(S): Given an operational mailroom, access to NAVMC Form 10487 (Mailroom Inspection Checklist), and the references.

STANDARD(S): Per DoD 4525.6-M, VOL II, MCO P5110.4, and MCO P5110.6.

PERFORMANCE STEPS:

1. Conduct unannounced inspections of unit mailroom at least quarterly. (Monthly inspections may be required by local SOP or if mailroom has received an unsatisfactory rating on a previous inspection).
2. Conduct the inspection using NAVMC Form 10487.
3. Instruct the unit mail clerk on how to correct all deficiencies and answer questions concerning mailroom operations.
4. Ensure the command is properly debriefed.
5. Coordinate and provide training, as necessary, at the local unit level.
6. Provide courtesy inspections and postal experience to local commands.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. MCO P5110.4, The Marine Corps Official Mail Program
3. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* NAVMC 10487, Mailroom Inspection Checklist
2. \* Operational Unit Mailroom

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TASK: 0161.02.11 CONDUCT PRE-DEPLOYMENT BRIEFS

CONDITION(S): Given units involved in mobilization, access to local mail handling instructions, information concerning units involved and deployment schedules, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Conduct brief with unit commanders to inform them of:
  - a. Mail routing procedures for deployment.
  - b. Correct mailing address.
  - c. Where and how often mail will be available for delivery.
  - d. Procedures for dispatching outgoing mail.
  - e. Postal support available to deployed units.
  - f. Points of contact for postal related problems.
  - g. Information pertaining to customs procedures/restrictions.
2. Conduct brief with unit postal officers and mail clerks to inform them of:
  - a. When and how to submit mail routing instructions, if necessary.
  - b. Correct mailing address.
  - c. Where to pick up mail for their unit(s).
  - d. Where to take outgoing mail for dispatch.
  - e. Handling of official mail (outgoing).
  - f. Postal support available to unit.
  - g. Points of contact for postal related problems.
  - h. Delivery of mail to personnel while on deployment.
  - i. Information pertaining to customs procedures/restrictions.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. DOD 4525.6-M, VOL II, Department of Defense Postal Manual

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4. DOD 4525.8-M, Department of Defense Official Mail Manual
5. IMM, International Mail Manual
6. MCO P5110.4, The Marine Corps Official Mail Program
7. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms
8. OPNAVINST 5112.6, Department of the Navy Postal Instructions
9. POM, Postal Operations Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Deployment Schedules
  2. \* Local Mail Handling Instructions
  3. \* Sample Postal Operation Plan (POP)
- 

TASK: 0161.02.12 MONITOR MAIL HANDLING PROCEDURES

CONDITION(S): Given an operational post office and the references.

STANDARD(S): Per Domestic Mail Manual (DMM), DoD 4525.6M, VOL I, DoD 4525.6-M, VOL II, DoD 4525.6H, DoD 4525.8-M and MCO P5110.4.

PERFORMANCE STEPS:

1. Monitor receipt and dispatch of ordinary mail:
  - a. Monitor/supervise postal clerk operations.
  - b. Verify seal numbers on incoming truck and containers with that on the manifest.
  - c. Seal/Break the seals on trucks for outgoing/incoming mail.
  - d. Verify total piece count received with incoming mail manifest.
  - e. Verify that accountable mail is separated and processed from ordinary mail.
  - f. Check empty bags for residue mail.
  - g. Prepare mail irregularity reports and submit accordingly.
  - h. Process and file incoming manifests.
  - i. Ensure that adequate supplies and equipment are maintained.

2. Monitor accountable mail operations.
  - a. Monitor/supervise postal clerk operations.
  - b. Take appropriate action if any discrepancies are found during receipt of registered mail.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
4. DOD 4525.6H, Mail Distribution Instruction and Labeling Handbook
5. DOD 4525.8-M, Department of Defense Official Mail Manual
6. MCO P5110.4, The Marine Corps Official Mail Program

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Operational military post office
- 

TASK: 0161.02.13 MONITOR SEARCH AND SEIZURE OPERATIONS

CONDITION(S): Given local mail handling procedures and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Follow correct procedures in the search/seizure of mail.
2. Ensure duly authorized search warrant has been issued, if applicable.
3. Ensure correct procedures are followed in authorizing the use of a mail cover.
4. Ensure the appropriate chain of receipts are maintained for articles of mail confiscated by duly authorized personnel.
5. Follow correct procedures in reporting incidents of search and seizure to higher headquarters.
6. Ensure proper disposition of seized mail is accomplished.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

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TRAINING MATERIEL:

1. \* Local Mail Handling Instructions

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DUTY AREA 03 - SUPPLY/EMBARKATION

TASK: 161.03.01 MAINTAIN POSTAL SUPPLIES AND EQUIPMENT

CONDITION(S): When assigned in writing as postal supply clerk for a military post office, given access to PS Forms 1586 (Supply Record), PS Form 1590 (Supplies and Equipment Receipt), PS Form 7380 (Supply Center Requisition), PS Form 4686-B (Emergency Supplies Shipping Order), PS Form 7381 (Requisition for Supplies, Services, or Equipment) information regarding current stock levels of supplies on hand, maximum levels allowed, previous usage data, and the references.

STANDARD(S): Per DoD 4525.6C.

PERFORMANCE STEPS:

1. Maintain a separate PS Form 1586, Supply Record, for each USPS expendable item on hand.
2. Make all necessary entries to reflect balance on hand and when items were issued, received, and/or ordered.
3. Check postal bulletins for new items or deletion of existing items (these changes must be annotated in the supply catalog and/or supply records).
4. Calculate maximum stock level to ensure proper balance between time required to resupply and anticipated usage data.
5. Order supplies when PS Form 1586 reflects minimum stock level.
6. Maintain at least a 3 month, but not more than a 5 month, level of supplies.
7. Requisition postal supplies on PS Form 7380 (Supply Center Requisition).
8. Number requisitions sequentially, beginning with number 1, at the start of each fiscal year.
9. Prepare PS Form 7380 in duplicate, sending the original to the source of supply and retaining the duplicate on file.
10. Check supplies received against the shipping order, PS Form 4686-B, and a copy of PS Form 7380.
11. Report, via letter, items not received which are reflected on the shipping order, providing copies of both PS Form 4686-B and 7380 to the source of supply.
12. File PS Form 4686-B in office files and annotate appropriate PS Form 1586 of items received. NOTE: Only the COPE maintains control and accountability of accountable equipment on PS Form 1590.
13. Inventory all supplies on hand semiannually.
14. Prepare PS Form 7381 to requisition equipment.

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15. Requisition publications on PS Form 7381, Requisition for Supplies, Services or Equipment.
16. Requisition repair parts, rubber and steel stamps, and empty mailbag equipment as outlined in DoD 4525.6C.
17. Stock postal embarkation "A" sets and "B" sets, as required.

REFERENCE(S):

1. DOD 4525.6C, Department Of Defense Postal Supply Catalog

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* PS Form 1586, Supply Record
  2. \* PS Form 1590, Supplies and Equipment Receipt
  3. \* PS Form 4686-B, Emergency Supplies Shipping Order
  4. \* PS Form 7380, Supply Center Requisition
  5. \* PS Form 7381, Requisition for Supplies, Services, or Equipment
- 

TASK: 0161.03.02 MONITOR POSTAL SUPPLY OPERATIONS

CONDITION(S): Given an operational military post office, access to a military post office supply section, and the references.

STANDARD(S): Per DoD 4525.6C.

PERFORMANCE STEPS:

1. Supervise/monitor postal supply clerk operations and requisitions.
2. Supervise the ordering of supplies from the serving MDC/JMPA/local vendors.
3. Inspect embarkation supplies and equipment for serviceability and readiness.
4. Make corrections and provide direction, as required.

REFERENCE(S):

1. DOD 4525.6C, Department Of Defense Postal Supply Catalog

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Operational military post office
-

TASK: 0161.03.03 PREPARE POSTAL EMBARKATION EQUIPMENT

CONDITION(S): Given an operational military post office and the reference.

STANDARD(S): Per MCO P1000.6.

PERFORMANCE STEPS:

1. Prepare embarkation containers (mark/weigh).
2. Prepare embarkation inventory/packing list.
3. Park embarkation equipment.
4. Inventory SL-3 items for all embarkation gear.

REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Operational military post office

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DUTY AREA 04 - DIRECTORY/CASUALTY MAIL

TASK: 0161.04.01 CONDUCT POSTAL DIRECTORY FUNCTIONS

CONDITION(S): Given articles of mail that cannot be delivered as addressed, a Command Directory, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual (DMM), DoD 4525.6-M, VOL I, DoD 4525.6-M, VOL II, and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Determine if articles of mail are entitled to directory service.
2. Screen the undeliverable mail returned by unit mail clerks for proper endorsement and processing.
3. Back stamp each article of undeliverable mail to be processed through the directory to indicate the date received. (Requirements for the directory service stamp are specified in OPNAVINST 5112.6B).
4. Case/sort undeliverable mail entitled to directory service in alphabetical order, when required.
5. Determine proper endorsements and disposition for each piece of undeliverable mail, by class of mail.
6. Annotate the directory service stamp impression with the date the piece of mail was processed and initial.
7. Notify publishers (periodicals) of addressee's new forwarding address when addressee has moved.
8. Maintain record of notification for each publication notified for each individual.
9. Honor all endorsements placed on mail with exception of "address correction requested".
10. Handle newspapers per DoD 4525.6-M, Volume II.
11. Dispose of mail not entitled to directory service, or periodicals for which the publisher notification was made, per the references.
12. Maintain forwarding records for any insured or certified mail processed in the directory.
13. Process dead letter/dead parcel mail, per the references.
14. Process EDA mail for incoming personnel according to references.
15. Use the following procedures when the directory is comprised of change of address cards or [NAVMC 10572](#), Mail Directory File Cards:
  - a. Check that the cards contain the minimum required information.

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b. Arrange the directory file cards alphabetically by last name, regardless of rank/status.

c. Screen the directory file during the first week of each month to remove and destroy all expired cards.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
4. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Article that can not be delivered as addressed
  2. \* Command Directory
  3. \* [NAVMC 10572](#), Mail Directory File Card
  4. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.04.02 MONITOR POSTAL DIRECTORY OPERATIONS

CONDITION(S): Given an operational command directory and the references.

STANDARD(S): Per Domestic Mail Manual (DMM), DoD 4525.6-M, VOL II, and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Monitor/supervise postal clerk operations.
2. Ensure the command directory has current information for all units concerning gains/losses necessary to operate a command directory.
3. If source of information received is change of address cards, ensure the card contains, at least, the minimum information required.
4. Ensure the directory file is arranged alphabetically by last name, regardless of rank, status or service, when required.
5. Verify the directory file is screened during the first week of each month for expired cards which need to be removed and destroyed.

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REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
3. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Command Directory
- 

TASK: 0161.04.03 PROCESS CASUALTY MAIL

CONDITION(S): Given the references.

STANDARD(S): Per DoD 4525.6-M, VOL II and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Obtain verification that the next of kin has been notified.
2. Verify mail is endorsed correctly.
3. Return mail to sender, or if requested, forward to next of kin.
4. Back stamp each article to indicate date forwarded.
5. Mail returned to the military post office by unit mail clerks for personnel in a specific hospital will be:
  - a. Properly readdressed.
  - b. Bundled in direct ties. (Bag mail if volume warrants).
  - c. Dispatched directly to the hospital.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. OPNAVINST 5112.6, Department of the Navy Postal Instructions

ADMINISTRATIVE INSTRUCTIONS: When there is a contradiction between the references listed, local mail handling instructions (approved by MPSA and HQMC) will be used for processing casualty mail.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

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TRAINING MATERIEL:

1. \* Standard United States Postal Service (USPS) Supplies and Equipment

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DUTY AREA 05 - ADMINISTRATION

TASK: 0161.05.01 PREPARE POSTAL CLAIMS/INQUIRY FORMS

CONDITION(S): Given access to USPS Forms listed in the POM, customer's supporting information or documentation for request, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual (DMM), International Mail Manual (IMM), and DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Select the proper form for processing the inquiry or indemnity claim requested by the customer.
2. Help customers complete their portion of the forms and ensure they are completed correctly.
3. Complete the post office's portion of the inquiry or indemnity claim form(s).
4. Maintain indemnity claim records.
5. Upon a customer's request, properly complete PS Form 6401 (Domestic Money Order Inquiry).

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. IMM, International Mail Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Source Documents
  2. \* Standard United States Postal Service (USPS) Supplies and Equipment
  3. \* USPS Forms listed in the Postal Operations Manual (POM)
- 

TASK: 0161.05.02 MONITOR PREPARATION OF POSTAL CLAIM/INJURY FORMS

CONDITION(S): Given an operational post office, standard USPS supplies and equipment, and the references.

STANDARD(S): Per Domestic Mail Manual, International Mail Manual, Postal Operations Manual and DoD 4525.6-M, VOL I.

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PERFORMANCE STEPS:

1. Monitor/supervise postal clerk operations.
2. Make spot corrections and respond to questions, as required.

REFERENCE(S):

1. DMM, Domestic Mail Manual
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
3. IMM, International Mail Manual
4. POM, Postal Operations Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Operational military post office
  2. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.05.03 ADMINISTER POSTAL MANAGEMENT INFORMATION SYSTEM

CONDITION(S): Given access to population census data, financial transaction data, request for Transit Time Information System for Military Mail Survey (TTISMM), and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and DoD 4525.6-STD.

PERFORMANCE STEPS:

1. Compile daily statistical sheets from all operating unit post offices at the end of each month.
2. Complete and submit quarterly Postal Activity Reporting System (PARS) Report.
3. Complete and submit annual PARS Report.
4. Conduct TTISMM Survey as required by MPSA.
5. Compile all transit time data.
6. Review all transit time data for accuracy.
7. Submit TTISMM information as stipulated in DoD 4525.6-STD.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6-STD, Transit Time Information System for Military Mail (TTISMM)

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INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to financial transaction data
  2. \* Access to population census data
- 

TASK: 0161.05.04 MONITOR SECURITY

CONDITION(S): Given an operational post office and the references.

STANDARD(S): Per DOD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Check the structure of the facility (walls, ceilings, and floors) to ensure they meet requirements.
2. Ensure the number of doors allowing access to the facility is minimized and each meets the following specifications:
  - a. Sheet metal not less than 16 gauge thickness or solid wood covered on the outside with a steel plate not less than 12 gauge in thickness.
  - b. Hinges are installed so it is impossible to remove the closed door without seriously damaging the door or door jam.
  - c. Locked with high security locks and hasps, a mortise lock or rim deadlock, meeting the requirements specified in the references.
  - d. Glass doors will have steel on bars, doors, or gates for added security.
3. Verify windows on the first floor or ground level have heavy metal frames with vertical dividing bars to prevent entry.
4. Verify second story windows at least 10 feet above ground level are covered with wire mesh to provide security against unauthorized entry. NOTE: All operable windows will be equipped with security latches.
5. Verify there is proper exterior lighting for the facility.
6. Verify the Registry Section is enclosed in a separate room or wire mesh cage to provide security against unauthorized entry, secured with a 3 position changeable combination padlock.
7. Verify the Registry Section is equipped with a safe with a 3 position dial-type combination lock for storage of registered mail.
8. Ensure access to work areas in the post office is limited to authorized individuals only.
9. Ensure proper security is provided for all post office equipment.

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10. Ensure security is provided for all stamped paper, money orders and funds during and after work hours.
11. Ensure security is provided for the transportation of mail.
12. Ensure an intrusion alarm device has been installed in postal facilities which do not operate 24 hours a day and where mail is retained overnight.
13. Ensure key control for the post office is maintained and the number of individuals signing for keys is kept to a minimum.
14. Ensure all classified material is properly secured.
15. Maintain record of opening and closing of all security containers.
16. Verify a security check of the facility is made and recorded by the individual opening the facility in the morning and the last individual to leave at the close of business.
17. Check that a list of personnel to be contacted in case of emergency is posted on the outside of all exits.

REFERENCE(S) :

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Operational military post office
- 

TASK: 0161.05.05 REPORT SUSPECTED POSTAL INCIDENTS

CONDITION(S): Given the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and DoD 4525.6-M, VOL II.

PERFORMANCE STEPS:

1. Identify an incident as being a postal offense.
2. Promptly report the suspected postal incident to appropriate officials.

REFERENCE(S) :

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

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TASK: 0161.05.06 SUBMIT POSTAL INCIDENT REPORTS

CONDITION(S): Given a situation identified as a postal offense, access to standard USPS supplies and equipment, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and DoD 4525.6-M, VOL II and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Identify the type of postal offense committed.
2. Notify the following:
  - a. Immediate commander.
  - b. Local investigative agency.
  - c. Major command(s), as required.
  - d. Headquarters component.
3. Complete and submit initial report to the Military Postal Service Agency (MPSA).
4. Complete and submit follow-up reports until the case is closed, referencing the case number assigned by MPSA.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
3. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Standard United States Postal Service (USPS) Supplies and Equipment
- 

TASK: 0161.05.07 PREPARE A MAIL HANDLING INSTRUCTION (SOP)

CONDITION(S): Given the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Mail handling instructions must contain, at a minimum, the following information:
  - a. Location and hours of operation for the post office.
  - b. Hours of mail collection from receptacles for outgoing mail.
  - c. Time and method for distributing incoming mail.

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- d. Samples of correct and complete mailing addresses to be used by personnel attached to the command.
  - e. Instructions relative to customs regulations, where applicable.
  - f. Instructions for use of OPNAV Form 5110/5, Notice of Change of Address Cards.
  - g. Information concerning nonmailable material.
  - h. Information regarding the command's official mail cost control program, to include consolidated mail procedures.
  - i. Emergency destruction procedures for mail and postal effects.
  - j. Security information, including protection of mail and postal effects, access to post offices, and mail transportation.
  - k. Mail routing information for mobile units.
  - l. Establishment of command classified screening point.
2. Additional postal information deemed appropriate by promulgating authority.

REFERENCE(S):

- 1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
- 2. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
- 3. MCO P5110.4, The Marine Corps Official Mail Program
- 4. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms
- 5. OPNAVINST 5112.6, Department of the Navy Postal Instructions

ADMINISTRATIVE INSTRUCTIONS: Review the SOP at least annually and make changes as they become known.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

- 1. \* End User Computer Equipment (EUCE)

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TASK: 0161.05.08 PREPARE A POSTAL OPERATIONS PLAN (POP)

CONDITION(S): Given access to operational data and schedules, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I.

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PERFORMANCE STEPS:

1. Prepare the POP using, at a minimum, the following information:
  - a. Table of contents.
  - b. Basic information (i.e., name of activity, FPO number, location, hours of operation, volumes).
  - c. Basic facility data (layout, equipment and case, rack design).
  - d. Mail processing profile that includes daily volumes of pieces and bags.
  - e. Mail processing targets.
  - f. Transportation requirements.
  - g. Special instructions.
2. Update individual sections of the plan as information becomes available.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

ADMINISTRATIVE INSTRUCTIONS:

1. Appendix B of DOD 4525.6M, Volume I provides information and format for each section.
2. Review the POP at least annually.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to operational data and schedules
2. \* End User Computer Equipment (EUCE)

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TASK: 0161.05.09 MAINTAIN REQUIRED PUBLICATIONS AND DIRECTIVES

CONDITION(S): Given the references and required changes.

STANDARD(S): Per DoD 4525.6-M, VOL I and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Ensure all required publications are available.
2. Verify all changes published for each publication or directive have been received and properly annotated.
3. Ensure changes to publications are completed in a timely manner.

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4. Verify that all publications and directives maintained for mobilization are current editions, with all changes recorded.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Changes to publications and directives
- 

TASK: 0161.05.10 COMPLETE DAILY STATISTICAL SHEET

CONDITION(S): Given a locally prepared statistical (stat) sheet, collected data, and the references.

STANDARD(S): Per MPSA Postal Activity Reporting System (PARS) Reporting Letter of Instruction and DoD 4525.6-M, VOL I.

PERFORMANCE STEPS:

1. Start a new stat sheet for each month.
2. Record appropriate entries at the end of each business day on the form.
3. Record appropriate entries and total each column at the close of business on the last working day of each month.
4. Submit the completed report to the COPE for consolidation and Postal Activity Reporting System (PARS) reporting.

REFERENCE(S):

1. MPSA Postal Activity Reporting System (PARS) Reporting Letter of Instruction (LOI)
2. DOD 4525.6-M, VOL I, Department of Defense Postal Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Data
  2. \* Statistical Sheet
- 

TASK: 0161.05.11 MONITOR DESIGNATION OF POSTAL CLERKS AND THE COPE

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ENCLOSURE (6)



CONDITION(S): Given DD Form 2257 (Designation/Termination of MPC-FPC-COPE-PFO) and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and OPNAVINST 5112.6.

PERFORMANCE STEPS:

1. Verify personnel being considered for designation as postal clerks or COPE meet all prerequisites listed in the references.
2. Verify the DD Form 2257 is maintained on the document side of the Service Record Book of all enlisted personnel before the individual is allowed to perform financial duties or assume custody of postal effects.
3. Verify all Marine Corps postal clerks are designated on DD Form 2257.
4. Ensure designated personnel are advised of their responsibilities and obligation in handling postal funds and mail.
5. Ensure original and copies of DD Form 2257 are signed by appropriate commander and forwarded.
6. Ensure all postal clerks are properly designated on DD Form 285 by the command.
7. Ensure designations are terminated, when appropriate.
8. Ensure individuals whose designations are terminated cease all postal duties by the effective date of revocation.
9. Make appropriate entry in the Service Record Book to preclude terminated individual from being considered for any further postal assignment.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* DD Form 2257, Designation/Termination MPC-FPC-COPE-PFO
2. \* Service Record Book

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TASK: 0161.05.12 PREPARE MAIL ROUTING INSTRUCTIONS (MRI'S)

CONDITION(S): Given access to deployment information for concerned units, local Mail Handling Instructions, and the references.

STANDARD(S): Per DoD 4525.6-M, VOL I and OPNAVINST 5112.6.

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ENCLOSURE (6)

PERFORMANCE STEPS:

1. Ensure all required information for mail routing information is obtained.
2. Prepare mail routing instruction remembering to:
  - a. Annotate the full name and acronyms of unit(s) involved.
  - b. Specify all dates effecting mail routing, if known.
  - c. Include routing instructions for all classes of mail. If split routing of mail is necessary, this must be included.
  - d. Ensure message is addressed correctly and all information addresses are listed.
  - e. If classified, include required declassified date.
  - f. Ensure message (MRI) is sent far enough in advance of deployment to effect mail routing accordingly.
3. Maintain liaison with unit to ensure satisfactory receipt of mail.
4. Contact servicing gateway regarding any problems incurred by unit(s) involved.
5. Review MRI for accuracy.

REFERENCE(S):

1. DOD 4525.6-M, VOL I, Department of Defense Postal Manual
2. OPNAVINST 5112.6, Department of the Navy Postal Instructions

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Deployment information
2. \* Local Mail Handling Instructions

Appendix D to  
ENCLOSURE (6)

DUTY AREA 06 - EQUIPMENT SYSTEMS

TASK: 0161.06.01 OPERATE END USER COMPUTER EQUIPMENT (EUCE)

CONDITION(S): Given EUCE, software, and the references.

STANDARD(S): Per Users Guide/Instructions/Manuals.

PERFORMANCE STEPS:

1. Determine the type of EUCE hardware required.
2. Demonstrate EUCE hardware.
3. Demonstrate type of EUCE software required.
4. Demonstrate EUCE software.
5. Set up activation of system.

REFERENCE(S):

1. Appropriate equipment operating instructions

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command Information Systems Management Officer (ISMO) and the Manpower Information Systems Support Office (MISSO).

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Marine Corps authorized software
- 

TASK: 0161.06.02 OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS) FOR DIRECTORY SERVICE

CONDITION(S): Given EUCE, access to CICS, and the references.

STANDARD(S): Per MCO P1080.40, DFAS-KC 5200.22 and Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Access Postal Directory System:
  - a. Log on to system.
  - b. Determine application required.
  - c. Select appropriate option.
  - d. Operate selected option.

- e. Produce/print results of option selected.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. DFAS-KC 5200.22, Video Inquiry System Users Manual
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the MISSO.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to the Customer Information Control System (CICS)
  2. \* End User Computer Equipment (EUCE)
- 

TASK: 0161.06.03 GENERATE SPECIAL ROSTERS/AD HOC REPORTS

CONDITION(S): Given EUCE, access to the Unit Diary Marine Integrated Personnel System (UD/MIPS) and MCTFS data base, and the references.

STANDARD(S): Successfully, and per MCO P1080.40, DFAS-KC 5200.22, Unit Diary Marine Integrated Personnel System (UD/MIPS) Users Guide, and Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Log on to system.
2. Select appropriate options from menus provided.
3. Initiate print process.

REFERENCE(S):

1. Appropriate equipment operating instructions
2. Users' Guides/Instructions/Manuals
3. DFAS-KC 5200.22, Video Inquiry System Users Manual
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
5. MIPS, Marine Integrated Personnel System Users Guide

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ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command ISMO and/or MISSO.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
3. \* End User Computer Equipment (EUCE)

Appendix D to  
ENCLOSURE (6)

MOS 0170, PERSONNEL OFFICER

DUTY AREA 01 - CORRESPONDENCE

TASK: 0170.01.01 COORDINATE PERSONNEL STAFFING REQUIREMENTS

CONDITION(S): Given manpower sourcing documents such as Table of Organization (T/O), Command Staffing Report (CSR), Troop List, and the references.

STANDARD(S): Per MCO 5311.1 and MCO P1300.8.

PERFORMANCE STEPS:

1. Receive sourcing documents.
2. Review references.
3. Determine internal requirements.
4. Submit changes to sourcing documents.
5. Identify incorrectly assigned personnel.
6. Request appropriate action on incorrectly assigned personnel.

REFERENCE(S):

1. MCO 5311.1, Table of Organization Management Procedures
2. MCO P1300.8, Marine Corps Personnel Assignment Policy

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Command Staffing Report (CSR)
2. \* Table of Organization (T/O)
3. \* Tour II Message
4. \* Troop List

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TASK: 0170.01.02 MONITOR MORNING REPORT

CONDITION(S): Given consolidated morning report.

STANDARD(S): Per Marine Corps Administrative Procedures (MCAP) and with 100% accountability.

Appendix E to  
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Review on board strength.
2. Verify status of personnel.
3. Ensure appropriate Service Record (SRB/OQR)/Unit Diary (UD) action is taken, as required.
4. Certify morning report.

REFERENCE(S):

1. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. Local procedures dictate what morning reports are to be prepared and distributed.
2. The MIPS has a morning report menu.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* A consolidated morning report
  2. \* Access to Service Record Books
  3. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
  4. \* End User Computer Equipment (EUCE)
- 

TASK: 0170.01.03 PROCESS CORRESPONDENCE

CONDITION(S): Given the appropriate references.

STANDARD(S): Per United States Message Text Format Joint Users, Handbook, FMFM 3-1, MCO 5216.19, MCO P1000.6, MCO P1070.12, NTP 3, SECNAVINST 5216.5, and USN PLAD 1.

PERFORMANCE STEPS:

1. Receive the requirement.
2. Determine type of correspondence required.
3. Draft appropriate correspondence.
4. Edit typed correspondence:
  - a. Ensure format requirements of the standard letter meet specified guidelines.

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- b. Ensure Standard Subject Identification Codes (SSIC) are correct.
  - c. Check abbreviations.
  - d. Edit endorsement to meet format requirements.
  - e. Ensure business letter is completed properly.
  - f. Edit Administrative Action Form.
  - g. Ensure Naval Message is prepared properly.
  - h. Ensure spelling is correct.
  - i. Ensure grammar is correct.
  - j. Ensure there are no mathematical or numbering errors, when applicable.
  - k. Ensure there are clear, concise sentences.
5. Ensure distribution is accomplished, as required.

REFERENCE(S):

1. FMFM 3-1, Command and Staff Action
2. MCO 5216.19, Administrative Action (AA) Form, [NAVMC 10274](#)
3. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
4. MCO P1070.12, Individual Records Administration Manual (IRAM)
5. MTF, United States Message Text Format (MTF) Joint Users Handbook
6. NTP 3, Naval Telecommunications Users Manual
7. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
8. SECNAVINST 5216.5, Department of the Navy Correspondence Manual
9. USN PLAD 1, United States Navy Plain Language Address Dictionary

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)

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TASK: 0170.01.04 SUPERVISE PREPARATION OF DOCUMENTS FOR PETITIONS TO BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR)

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ENCLOSURE (6)



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CONDITION(S): Given a service record (SRB/OQR) and/or Official Military Personnel File (OMPF), source documents, and the references.

STANDARD(S): Per the references and identifying all errors not within the purview of the command to correct.

PERFORMANCE STEPS:

1. Verify that the discrepancy in the Naval record requires higher headquarters approval for correction.
2. Ensure application for corrective action is being submitted within required time constraints.
3. Advise and assist the Marine on the preparation of the request for correction of Naval record.
4. Ensure Marine's request contains all applicable background material and documents to support the requested correction.
5. Advise the Marine on the submission requirements.
6. Ensure corrective action directed by the BCNR is completed, if applicable.

REFERENCE(S):

1. MCO 1610.11, Performance Evaluation Appeals
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
5. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (2dLt)

TRAINING MATERIEL:

1. \* Board for Correction of Naval Records Application (BCNR)
2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
3. \* Service Record Source Documents

Appendix E to  
ENCLOSURE (6)

DUTY AREA 02 - FILES AND DIRECTIVES

TASK: 0170.02.01 SUPERVISE MAINTENANCE OF CORRESPONDENCE FILES

CONDITION(S): Given the references.

STANDARD(S): Per MCO 5210.11, SECNAVINST 5210.11, and SECNAVINST 5212.5.

PERFORMANCE STEPS:

1. Approve the files outline.
2. Compare established file folders against files outline.
3. Review the identification labels on file folders.
4. Verify correspondence is filed per the files outline.
5. Ensure that correspondence files are properly maintained, per the references.

REFERENCE(S):

1. MCO 5210.11, Records Management Program for the Marine Corps
2. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
3. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. \* Correspondence files
- 

TASK: 0170.02.02 SUPERVISE PREPARATION OF COMMAND SPECIAL ORDERS

CONDITION(S): Given the reference.

STANDARD(S): Without error and per MCO P1000.6.

PERFORMANCE STEPS:

1. Verify the requirement to publish a command special order.
2. Verify the command special order format.
3. Ensure publication of the command special order.
4. Ensure distribution of the command special order is completed.

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ENCLOSURE (6)

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REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. End User Computer Equipment (EUCE)

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ENCLOSURE (6)

DUTY AREA 03 - RECORDS

TASK: 0170.03.01 SUPERVISE SERVICE RECORD AUDIT PROCEDURES

CONDITION(S): Given a service record and the references.

STANDARD(S): Per DODFMR, MCO P1070.12, MCO P1080.20, MCO P1080.40, MCO P5000.14, and DFAS-KC 7220.31.

PERFORMANCE STEPS:

1. Review internal audit procedures.
2. Review references for audit requirements.
3. Establish or correct procedures, as needed.
4. Ensure audits are accomplished per established requirements and internal control procedures.

REFERENCE(S):

1. Personnel Administration Advisories
2. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
3. DODFMR, Department of Defense Financial Management Regulation
4. JFTR, Joint Federal Travel Regulation, Vol I
5. MCO P1070.12, Individual Records Administration Manual (IRAM)
6. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
7. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
8. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. Audit checklists and printouts are available through MIPS, UD/MIPS, MCAAT, local AA Team, and MCO P5000.14.
2. Type of audits include, but are not limited to, Joint/Annual/Predeployment.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* End User Computer Equipment (EUCE)

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3. MCAAT Guidebook
  4. \* Service Record Book
- 

TASK: 0170.03.02 CERTIFY UNIT DIARY REPORTS

CONDITION(S): Given Unit Diary reports and the references.

STANDARD(S): Per MCO P1070.12, MCO P1080.20, and MCO P1080.40.

PERFORMANCE STEPS:

1. Receive the diary reports.
2. Review information contained in the diary reports.
3. Ensure corrective action is taken, as required.
4. Ensure diary statistics are annotated on diary reports.
5. Certify the diary reports.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: See MCO P1080.40 for detailed instructions on current diary management reports.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Diary Feedback Report
  2. \* Diary Management Reports
  3. End User Computer Equipment (EUCE)
- 

TASK: 0170.03.03 VERIFY PAY ENTRY BASE DATE (PEBD)

CONDITION(S): Given a service record (SRB/OQR), source documents, and a requirement to recompute the PEBD.

STANDARD(S): Per DoDFMR, MCO P1080.40, and MCO P5000.14.

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ENCLOSURE (6)

PERFORMANCE STEPS:

1. Obtain all available documentation to verify computation.
2. Verify the recomputed PEBD.
3. Ensure corrections to the PEBD are reported in the MCTFS.
4. For officers, forward to CMC for disposition.

REFERENCE(S):

1. DODFMR, Department of Defense Financial Management Regulation
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. Thorough review of DoDFMR, Chapter 1 and the Decision Logic Table (DLT) contained in Appendix C, MCO P5000.14 should be accomplished prior to recomputation of PEBD.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* End User Computer Equipment (EUCE)
3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
4. \* Source Documents

---

TASK: 0170.03.04 VERIFY ARMED FORCES ACTIVE DUTY BASE DATE (AFADBD)

CONDITION(S): Given a service record (SRB/OQR), source documents, a requirement to recompute the AFADBD, and the references.

STANDARD(S): Per DoDFMR and MCO P1080.40.

PERFORMANCE STEPS:

1. Obtain information from service record, source documents and MCTFS.
2. Verify recomputation of Armed Forces Active Duty Base Date (AFADBD).
3. Ensure corrections to the AFADBD are reported in Marine Corps Total Force System (MCTFS).

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ENCLOSURE (6)

REFERENCE(S):

1. DODFMR, Department of Defense Financial Management Regulation
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. If Marine has prior service in another branch of the Armed Forces and documents are not available in the service record, request assistance from CMC (MMSB-10) to obtain documents.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* End User Computer Equipment (EUCE)
  3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  4. \* Source Documents
- 

TASK: 0170.03.05 CERTIFY UNIT DIARY

CONDITION(S): Given a prepared unit diary, source documents and the references.

STANDARD(S): Per MCO P1080.20 and MCO P1080.40.

PERFORMANCE STEPS:

1. Compare information contained on unit diary with source documents.
2. Ensure corrections are completed prior to certification.
3. Certify unit diary.
4. Sign the completed unit diary.

REFERENCE(S):

1. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

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ENCLOSURE (6)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Source Documents
  3. \* Unit Diary
- 

TASK: 0170.03.06 SUPERVISE AWARDS PROCESS

CONDITION(S): Given a complete Service Record Book (SRB/OQR), prepared certificate(s) or prepared recommendation(s) and the references.

STANDARD(S): Per MCO P1070.12, MCO P1080.40, SECNAVINST 1650.1 AND MCO 1650.19, ensuring presentation on the date of award eligibility.

PERFORMANCE STEPS:

1. Verify award eligibility.
2. Obtain authorized signature on award certificate.
3. Verify accurate recording of the award in the SRB/OQR.
4. Certify issuance of the award in the SRB/OQR.
5. Ensure award is reported on the unit diary.

REFERENCE(S):

1. MCO 1650.19, Administrative and Issue Procedures for Decorations, Medals and Awards
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. SECNAVINST 1650.1, Navy and Marine Corps Awards Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (1) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* End User Computer Equipment (EUCE)
3. \* Form Flow Software
4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
5. \* Award Certificate(s)

Appendix E to  
ENCLOSURE (6)



DUTY AREA 04 - PERSONNEL SUPERVISION

TASK: 0170.04.01 SUPERVISE ENLISTED PROMOTION PROCESS

CONDITION(S): Given promotion requirements and the references.

STANDARD(S): Per MCBul 1430 series, MCO 1130.57, MCO P1070.12, MCO P1080.40, MCO P1400.32 and within the established time frames.

PERFORMANCE STEPS:

1. Monitor Marine Corps Bulletins (1430 series) announcing promotion eligibility.
2. Ensure Marines eligible for promotion are identified.
3. Ensure Marines eligible, but not recommended for promotion, are identified and appropriate entries are recorded in the SRB and reported on the unit diary.
4. Ensure current training information required for composite score computation is resident in the MCTFS or reported on the unit diary for Marines eligible for promotion to Cpl/Sgt.
5. Take corrective action for zeroed out composite scores.
6. Verify manual computation of composite scores.
7. Monitor Marine Corps Bulletins (1430 Series) announcing required composite scores for each occupational field.
8. Monitor the unit's Advisory DFR to identify Marines selected for promotion.
9. Ensure reporting of "will not prom" on the Unit Diary.
10. Request remedial consideration for promotion for Marines who are eligible for promotion for whom no composite score and/or select grade entry was generated.
11. Ensure promotion warrants are prepared for Marines selected and recommended for promotion, for delivery to the unit commander prior to the effective date.
12. Ensure reporting of promotions on the unit diary.
13. Submit SNCO remedial promotion request to CMC, when applicable.
14. Process Staff Noncommissioned Officer promotions, as applicable.

REFERENCE(S):

1. MCBUL 1430 SERIES, Marine Corps Bulletin (Promotions)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions

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ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS:

1. UD/MIPS is available to assist in the identification of eligible Marines.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (1) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* Access to Message Distribution System (MDS)
  3. \* Access to Service Record Books
  4. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
  5. \* End User Computer Equipment (EUCE)
  6. \* Form Flow Software
- 

TASK: 0170.04.02 SUPERVISE ENLISTED REDUCTIONS PROCESS

CONDITION(S): Given an SRB and source documents directing an enlisted Marine's reduction.

STANDARD(S): Per MCO P1070.12, MCO 1080.40, MCO P1400.32, and MCO P5512.11.

PERFORMANCE STEPS:

1. Review appropriate reduction documents.
2. Ensure service record entry is made.
3. Ensure appropriate unit diary entries are made.
4. Ensure new Armed Forces Identification Card is issued, if necessary.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
4. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

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ENCLOSURE (6)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* End User Computer Equipment (EUCE)
  3. \* Service Record Book
  4. \* Service Record Source Documents
- 

TASK: 0170.04.03 SUPERVISE ACCOUNTABILITY OF SERVICE RECORDS

CONDITION(S): Given the references and service records.

STANDARD(S): Per MCO P1070.12, MCO P1080.40 and MCO P5000.14 and with 100% accountability.

PERFORMANCE STEPS:

1. Establish internal control procedures for accountability of service records.
2. Ensure established internal control procedures are followed.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS: Accountability of service records is a daily performance of the personnel clerk. See Chapter 5, IRAM.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* End User Computer Equipment (EUCE)
  3. \* MCAAT Guidebook
  4. \* MIPS Eligibility (Accountability) Rosters
  5. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0170.04.04 MANAGE TASK ASSIGNMENTS

CONDITION(S): Given the reference and various task assignments.

STANDARD(S): Per MCO P5000.14 and within specified time frames.

PERFORMANCE STEPS:

1. Prioritize tasks to be completed.
2. Establish milestones.
3. Supervise task to completion.

REFERENCE(S):

1. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. Process Management
- 

TASK: 0170.04.05 SUPERVISE SEPARATION, RESIGNATION, RETIREMENT PROCESS

CONDITION(S): Given a service record (SRB/OQR), source documents completed separation forms, and the references.

STANDARD(S): Per the references and completed prior to the designated separation date.

PERFORMANCE STEPS:

1. Establish or correct internal control procedures to effect separations process.
2. Verify prepared documents against service record and source documents.
3. Certify required separation documents.
4. Ensure distribution of separation documents.
5. Ensure entries are made to close out the Marine's service record.
6. Ensure appropriate entries are reported on the unit diary.
7. Ensure timely mail out of SRB/OQR/Health records/Dental records and source documents.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
3. MCO P1070.12, Individual Records Administration Manual (IRAM)

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4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
5. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
6. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
7. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* Completed separation documents
  3. \* End User Computer Equipment (EUCE)
  4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  5. \* Service Record Source Documents
  6. \* Unit Diary
- 

TASK: 0170.04.06 SUPERVISE THE LEAVE PROCESS

CONDITION(S): Given a Leave and Earnings Statement (LES), a completed leave document, and the references.

STANDARD(S): Per the references and within established time frames.

PERFORMANCE STEPS:

1. Review unit's leave and liberty regulations.
2. Establish internal control procedures for leave accounting.
3. Verify information contained on the leave authorization/document against the Marine's LES and the leave request.
4. Monitor leave authorization and accounting processes to ensure timeliness and accuracy of document preparation and reporting on the unit diary.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DODFMR, Department of Defense Financial Management Regulation
3. MCO 1050.16, Appellate Leave While Awaiting Punitive Separation

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4. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
5. MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence
6. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: This task includes all types of leave including appellate and combat leave.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. Combat Leave Worksheet
  3. Emergency Leave Orders
  4. \* End User Computer Equipment (EUCE)
  5. \* Form Flow Software
  6. \* Leave and Earnings Statement (LES)
  7. \* NAVMC 00003, Leave Request
- 

TASK: 0170.04.07 SUPERVISE THE PERSONNEL ORDERS PROCESS

CONDITION(S): Given the requirement for personnel to execute orders and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review and establish internal control procedures.
2. Review correspondence or documents directing personnel assignments to ensure strict compliance with instructions contained therein.
3. Ensure commanding officer's checklists are completed, if applicable.
4. Establish procedures to ensure required counseling of Marines is conducted.
5. Ensure entries are made in the service record (SRB/OQR), as required.
6. Ensure appropriate entries are reported on the unit diary.
7. Ensure Marines submit a travel claim for liquidation of travel expenses within specified time frames, if required.

REFERENCE(S):

1. JFTR, Joint Federal Travel Regulation, Vol I
2. MCO 1306.2, Assignment to Marine Security Guard Duty with the Department of State's Foreign Service Establishments
3. MCO 1326.5, Automated Order Writing Process (AOWP)
4. MCO 1326.6, Selection, Screening, and Preparation of Enlisted Marines for Assignment to Drill Instructor, Recruiter, and Independent Duty
5. MCO 4600.40, Government Travel Charge Card Program
6. MCO 5512.4, No-Fee Passport
7. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy
8. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
9. MCO P1070.12, Individual Records Administration Manual (IRAM)
10. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
11. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
12. MCO P1300.8, Marine Corps Personnel Assignment Policy
13. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
14. MCO P3000.15, Manpower Unit Deployment Program Standing Operating Procedures (Manpower UDP SOP)
15. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
16. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. MCO P4650.37 (MCTIM) provides detailed instructions concerning responsibility and procedures for the submission of travel claims.
2. Personnel orders process includes, but is not limited to, the following areas: advance pay, screening checklists, permissive TAD for househunting, and application for no-fee passport.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. Access to DFAS Travel Updates
2. \* Access to Marine Corps Total Force System (MCTFS)

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3. \* Access to Message Distribution System (MDS)
  4. Access to the Internet
  5. \* End User Computer Equipment (EUCE)
  6. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  7. \* Unit Diary
- 

TASK: 0170.04.08 PLAN EMBARKATION/REDEPLOYMENT/DISPLACEMENT OF DATA COMMUNICATIONS EQUIPMENT AND PERSONNEL

CONDITION(S): Given deployment orders or instructions, equipment, and personnel.

STANDARD(S): Per the local SOP.

PERFORMANCE STEPS:

1. Examine deployment order/instructions.
2. Determine equipment and personnel requirements.
3. Develop instructions for the deployment.
4. Determine special lifting/handling requirement for maintenance/maintenance support equipment.
5. Determine special security requirements for maintenance/maintenance support equipment.

REFERENCE(S):

1. SOP, Standing Operating Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. \* Deployment instructions

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DUTY AREA 05 - ADMINISTRATIVE SUPPORT

TASK: 0170.05.01 VERIFY PAY RELATED DOCUMENTS

CONDITION(S): Given a service record (SRB/OQR), completed documentation substantiating pay and allowances entitlement, and the references.

STANDARD(S): Per the references and with 100% accuracy.

PERFORMANCE STEPS:

1. Verify the eligibility of the Marine to receive the entitlement.
2. Advise the Marine on eligibility, if applicable.
3. Direct preparation of pay document, as required.
4. Verify the accuracy of the source documents.
5. Verify pay related document against source documents and the references for completeness and accuracy.
6. Obtain necessary signatures.
7. Ensure unit diary entries are reported, as required.
8. Submit pay related documents to disbursing, as required.
9. Ensure the unit's Diary Feedback Reports (DFR's) and Leave and Earnings Statements are monitored to ensure the posting of pay entitlements to the Marine's Master Military Pay Account (MMPA).
10. Ensure service record maintenance is accomplished, as required.
11. Ensure all administrative actions are completed.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DFAS-KC 7220.45-R, Bond and Allotment Manual
3. DODFMR, Department of Defense Financial Management Regulation
4. JFTR, Joint Federal Travel Regulation, Vol I
5. MCO 1560.28B, Veteran's Educational Assistance Benefits
6. MCO 6000.1, Tricare Family Member Dental Plan
7. MCO 7220.12, Special Duty Assignment Pay Program
8. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy

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9. MCO 7220.24, Selective Reenlistment Bonus (SRB) Program
10. MCO 7220.52, Foreign Language Proficiency Pay (FLPP) Program
11. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
12. MCO P10110.14, Food Service Standing Operating Procedures (SOP)
13. MCO P1070.12, Individual Records Administration Manual (IRAM)
14. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
15. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
16. MCO P1741.8, Government Life Insurance Manual
17. MCO P1751.3, Basic Allowance for Housing (BAH)
18. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
19. MCO P3000.15, Manpower Unit Deployment Program Standing Operating Procedures (Manpower UDP SOP)
20. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
21. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. The following documents, while not all inclusive, are the most frequently encountered:

- a. [NAVMC 11060](#), Separation/Enlistment Voucher
- b. [NAVMC 10922](#), Dependency Application
- c. [NAVMC 10522](#), Commuted Ration Action Form
- d. [DD Form 139](#), Pay Adjustment Authorization
- e. [DD Form 1561](#), Statement to Substantiate Payment of Family Separation Allowance
- f. [NAVMC 11106](#), Application for Cost of Living Allowances
- g. [DD Form 2494](#), Uniformed Services Active Duty Dependents Dental Insurance Plan Enrollment Election
- h. [DD Form 2384](#), Selected Reserve Educational Assistance Program (G.I. Bill) Notice of Eligibility
- i. [NAVMC 11116](#), Payday Adjustment/Special Payment Authorization
- j. [DD Form 2058](#), State of Legal Residence Certificate

- k. IRS Form W-4, Federal/State Tax Exemptions
  - l. NAVMC 11051, Assignment to Government Quarters
  - m. VA 29-8286, Serviceman's Group Life Insurance Election
  - n. NAVMC 11115, Authorization for Advance Dependent Travel and/or Dislocation Allowances
  - o. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report
2. Verification of pay and allowances includes, but is not limited to, the following areas: FSA, BAH, DOPMA BAS, COLA, OHA, BCNR packages, Dependent Dental, Grade, PEBD, CRA, State/Federal Tax, Leave, Foreign duty, CARSEA Pay, SDA Pay, and Waiver or Liquidation of Indebtedness.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

- 1. Access to Marine Corps Total Force System (MCTFS)
  - 2. End User Computer Equipment (EUCE)
  - 3. Form Flow Software
  - 4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  - 5. \* Service Record Source Documents
  - 6. Unit Diary
- 

TASK: 0170.05.02 PROVIDE SAFEGUARD OF CONTROLLED FORMS

CONDITION(S): Given the references and controlled forms.

STANDARD(S): Per MCO 10110.47, MCO P1900.16, MCO P4400.150, MCO P5000.14, MCO P5512.11, SL-8-09993A, and with 100% accountability.

PERFORMANCE STEPS:

- 1. Safeguard identification cards (DD Form 2 (ACT), DD Form 2 (RES), DD Form 2 (RET), DD Form 1173, and DD Form 1173-1).
- 2. Safeguard meal cards (DD Form 714).
- 3. Safeguard separation documents (DD Forms 214/214WS/215/256/257).
- 4. Safeguard SNCO promotion warrants.
- 5. Safeguard government credit card applications.

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REFERENCE(S):

1. MCO 10110.47, Basic Allowance for Subsistence
2. MCO 4600.40, Government Travel Charge Card Program
3. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
4. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
5. MCO P4400.150, Consumer Level Supply Policy Manual
6. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
7. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals
8. SL-8-09993A, Marine Corps Stock List of Blank Forms

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Approved Safe
2. \* DD Form 1173, Uniformed Services Identification & Privilege Card
3. \* DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card
4. \* DD Form 2 (ACT), Armed Forces of the United States-Geneva Convention Identification Card (Active)
5. \* DD Form 2 (RES), Armed Forces of the United States-Geneva Convention Identification Card (Reserves)
6. \* DD Form 2 (RET), United States Uniformed Services Identification Card (Retired)
7. \* DD Form 214, Certificate of Release or Discharge from Active Duty
8. \* DD Form 214WS, Certificate of Release or Discharge from Active Duty (Worksheet)
9. \* DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty
10. \* [DD Form 256](#), Discharge Certificate, Honorable
11. \* DD Form 257, Discharge Certificate, General
12. \* DD Form 714, Meal Card
13. \* Government credit card applications

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14. \* Logbook(s)
  15. \* SNCO promotion warrants
- 

TASK: 0170.05.03 COORDINATE ABSENTEE/DESERTER PROCESS

CONDITION(S): Given a service record (SRB/OQR), a completed [DD Form 553](#), a completed [DD Form 616](#), a report of unauthorized absence, a report of return to military control, and the references.

STANDARD(S): Within the time frames established and per the applicable references.

PERFORMANCE STEPS:

1. Verify report of unauthorized absence.
2. Ensure personnel effects inventory is placed on the document side of the service record.
3. Ensure the service record and unit diary action are completed.
4. Prepare appropriate correspondence to notify Primary Next of Kin (PNOK).
5. Verify information contained on the [DD Form 553](#).
6. Ensure recovery of absentee's dependents identification cards, if applicable.
7. Forward records, per the reference.
8. Request records upon notification of return to military control.
9. Verify information contained on [DD Form 616](#).
10. Ensure the service record and unit diary action are completed.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DODFMR, Department of Defense Financial Management Regulation
3. MCO P1070.12, Individual Records Administration Manual (IRAM)
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
5. MCO P4400.150, Consumer Level Supply Policy Manual
6. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
7. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

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ADMINISTRATIVE INSTRUCTIONS: The references contain detailed instructions for processing absentees and deserters.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* Access to Message Distribution System (MDS)
  3. \* DD Form 553, Deserter/Absentee Wanted by the Armed Forces
  4. \* DD Form 616, Report of Return of Absentee
  5. \* End User Computer Equipment (EUCE)
  6. \* Form Flow Software
  7. \* Service Record Book
- 

TASK: 0170.05.04 CERTIFY THE APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD - DEERS ENROLLMENT (DD FORM 1172)

CONDITION(S): Given source documents, a completed DD Form 1172, and the references.

STANDARD(S): Per MCO P5512.11.

PERFORMANCE STEPS:

1. Review source documents.
2. Verify the eligibility of dependents.
3. Verify authorized entitlements.
4. Certify the DD Form 1172.
5. Ensure proper distribution of the DD Form 1172.

REFERENCE(S):

1. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals

ADMINISTRATIVE INSTRUCTIONS: Dependents eligibility can be identified by using DEERS on-line inquiry application.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)

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2. \* DD Form 1172, Application for Uniformed Services Identification Card-  
DEERS Enrollment
3. \* End User Computer Equipment (EUCE)
4. \* Source Documents

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DUTY AREA 06 - EQUIPMENT SYSTEMS

TASK: 0170.06.01 OPERATE END USER COMPUTER EQUIPMENT (EUCE)

CONDITION(S): Given EUCE and appropriate users guides and manuals.

STANDARD(S): Per the appropriate Users Guide/Instructions/Manuals.

PERFORMANCE STEPS:

1. Determine type of EUCE hardware required.
2. Operate EUCE hardware.
3. Determine type of application required.
4. Perform appropriate exit procedures.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals

ADMINISTRATIVE INSTRUCTIONS:

1. Operating instructions and additional administrative guidance may be provided by the unit/command ISMO and the MISSO.

2. Use only Marine Corps authorized software applications.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0170.06.02 GENERATE SPECIAL ROSTERS/AD HOC REPORTS

CONDITION(S): Given EUCE, access to the Unit Diary Marine Integrated Personnel System (UD/MIPS), and the references.

STANDARD(S): Successfully, per UD/MIPS Users Guide, MCO P1080.40, DFAS-KC 5200.22, and Software Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Log on to required system.
2. Select appropriate options from menus provided.
3. Create special roster/ad hoc report.
4. Initiate print process.



REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. DFAS-KC 5200.22, Video Inquiry System Users Manual
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. UD/MIPS USER'S GUIDE, Unit Diary/Marine Integrated Personnel System User's Guide

ADMINISTRATIVE INSTRUCTIONS:

1. Operating instructions and additional administrative guidance may be provided by the unit/command ISMO and/or MISSO.
2. Demonstrate Import/Export capabilities.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
  3. \* End User Computer Equipment (EUCE)
- 

TASK: 0170.06.03 PERFORM FUNCTIONS OF TERMINAL AREA SECURITY OFFICER (TASO) FOR ACCESS/CONTROL OF ON-LINE SYSTEMS

CONDITION(S): Given the references, responsibility for terminal area security and the proper equipment.

STANDARD(S): Per MCO P1080.40 and DFAS-KC 5200.22.

PERFORMANCE STEPS:

1. Follow security procedures.
2. Determine personnel authorized access.
3. Assign personnel access code.
4. Train personnel in the use of ACID and passwords.

REFERENCE(S):

1. DFAS-KC 5200.22, Video Inquiry System Users Manual

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2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting  
Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: Make liaison with local ISMO or ISD for TASO handbooks,  
and any additional information.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* End User Computer Equipment (EUCE)

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DUTY AREA 07 - RESERVE ADMINISTRATION

TASK: 0170.07.01 PROCESS NOTICE OF ELIGIBILITY (NOE) BENEFITS

CONDITION(S): Given a service record, an injury/illness situation, and the references.

STANDARD(S): Error-free and per MCO 1770.2, JFTR and MCTIM.

PERFORMANCE STEPS:

1. Determine requirements of NOE benefits based on individual case-by-case basis.
2. Ensure preparation of standard letter.
3. Submit letter for commander's signature.
4. Mail letter to the Commandant of the Marine Corps, per the references.
5. Ensure appropriate UD entries are made.
6. Ensure monthly updates are forwarded to CMC.

REFERENCE(S):

1. JFTR, Joint Federal Travel Regulation, Vol I
2. MCO 1770.2, NOE Benefits for Members of the USMCR
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Ensure Medical Board action is initiated at 6 month stage of eligibility period.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Basic Allowance for Housing (BAH) form
3. \* End User Computer Equipment (EUCE)
4. \* JAG short form
5. \* Service Record Book (SRB)/Officer Qualification Record (OQR)

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TASK: 0170.07.02 VERIFY UNIT MUSTER SHEET FOR THE SMCR

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CONDITION(S): Given a requirement for personnel to report for active/inactive duty training (ADT/IDT), a completed Unit Muster Sheet, and the references.

STANDARD(S): Per MCO P1001R.1 and MCO 1080.40.

PERFORMANCE STEPS:

1. Determine requirements for participation in ADT/IDT.
2. Review the Unit Muster Sheet for accuracy.
3. Ensure the Unit Muster Sheet accounts for absences/not scheduled IDT.
4. Ensure Unit Muster Sheet data is reported into MCTFS.

REFERENCE(S):

1. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* Completed Unit Muster Sheet
  3. \* End User Computer Equipment (EUCE)
- 

TASK: 0170.07.03 VERIFY THE ANNUAL RETIREMENT CREDIT REPORT (ARCR)/CAREER RETIREMENT CREDIT REPORT (CRCR)

CONDITION(S): Given service records (SRB/OQR), an ARCR/CRCR, source documents and the references.

STANDARD(S): With 100% accuracy and per MCO P1001R.1, MCO P1070.12, MCO P1080.40, MCO P1900.16.

PERFORMANCE STEPS:

1. Verify ARCR/CRCR information from applicable source documents.
2. Submit appropriate corrections for Unit Diary input.
3. Ensure retrieval of corrected ARCR/CRCR from on-line system after corrections have posted to MCTFS.
4. Verify the ARCR/CRCR for accuracy.

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REFERENCE(S):

1. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (WO)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Annual Retirement Credit Report (ARCR)/Career Retirement Credit Report (CRCR)
3. \* End User Computer Equipment (EUCE)
4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
5. \* Source Documents

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MOS 0171, MANPOWER INFORMATION SYSTEMS ANALYST

DUTY AREA 01 - CORRESPONDENCE

TASK: 0171.01.01 ADMINISTER MANPOWER INFORMATION SYSTEMS SUPPORT OFFICE (MISSO) ADVISORIES

CONDITION(S): Given the references.

STANDARD(S): Per MCO P1080.33 and SECNAVINST 5212.5.

PERFORMANCE STEPS:

1. Prepare a MISSO Advisory.
2. Publish MISSO Advisory manually or release it electronically for distribution to reporting units.
3. File MISSO Advisory in the MISSO Advisory file.
4. Maintain files, per the references.

REFERENCE(S):

1. Any Source Document from Higher Headquarters
2. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
3. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0171.01.02 ADMINISTER NAVAL MESSAGE REQUEST FOR MCTFS TABLES UPDATE

CONDITION(S): Given an event unit diary and the references.

STANDARD(S): Per MCO P1080.33, SECNAVINST 5216.5, SECNAVINST 5212.5 and USN PLAD 1.

PERFORMANCE STEPS:

1. Identify and obtain event unit diary containing information requiring MCTFS Tables update.
2. Prepare a Naval Message using formats contained in references for approval and release.
3. File has-been-sent copy of message in appropriate file.
4. Maintain files, per the references.

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REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual
3. SECNAVINST 5216.5, Department of the Navy Correspondence Manual
4. USN PLAD 1, United States Navy Plain Language Address Dictionary

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (GySgt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Event Unit Diary
- 

TASK: 0171.01.03 CREATE MCTFS PROBLEM SHEET

CONDITION(S): Given the references.

STANDARD(S): Per MCO P1080.33, SECNAVINST 5212.5 and including a summarization of the identified problem, a recommended resolution, and all supporting documentation.

PERFORMANCE STEPS:

1. Identify the problem.
2. Open a problem sheet.
3. Research the problem.
4. Complete problem sheet.
5. Attach documentation.
6. Distribute copies, per the reference MISSO manual.
7. File copies in the problem sheet file.
8. Maintain problem sheet file, per the references.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (Cpl)

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TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)

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DUTY AREA 02 - RECORDS

TASK: 0171.02.01 REQUEST SPECIAL REPORTS FROM MANPOWER DATA BASE

CONDITION(S): Given EUCE and the references.

STANDARD(S): Per MCO P1080.33.

PERFORMANCE STEPS:

1. Receive required information.
2. Create desired report format.
3. Write retrieval program using retrieval language users manual.
4. Print report.
5. Distribute report to the requesting activity.

REFERENCE(S):

1. Programming Manuals
2. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Equipment as required
- 

TASK: 0171.02.02 TROUBLESHOOT EUCE PROBLEMS

CONDITION(S): Given EUCE and the references.

STANDARD(S): Per MCO P1080.33, and Equipment/Users Guides/instructions/Manuals.

PERFORMANCE STEPS:

1. Identify the problem as either hardware or software related.
2. Solve the problem, if possible.
3. Refer to other source for solution if problem is beyond MISSO's capabilities to repair.

REFERENCE(S):

1. Appropriate equipment operating instructions
2. Users' Guides/Instructions/Manuals

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3. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0171.02.03 PROCESS INCOMING UNIT DIARY DISKETTE

CONDITION(S): Given a Unit Diary diskette and the references.

STANDARD(S): Per MCO P1080.33, MCO P1080.40 and maintaining accountability for each diskette delivered to the MISSO.

PERFORMANCE STEPS:

1. Receive the Unit Diary diskette and transmittal sheet.
2. Date stamp the transmittal sheet with the date received and return a copy to the reporting unit.
3. Log in the diskette with information required by the references.
4. Upload Unit Diary diskette electronically.
5. Verify loading of Unit Diary.
6. Log completion of Unit Diary.
7. Return diskette to unit.
8. Maintain the Control Log, per references.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Control Log
  2. \* End User Computer Equipment (EUCE)
  3. \* Unit Diary diskette
-

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TASK: 0171.02.04 PREPARE MANPOWER INFORMATION SYSTEMS SUPPORT OFFICE (MISSO) UNIT DIARY (UD)

CONDITION(S): Given the source documents, a requirement for reporting, and the references.

STANDARD(S): Per MCO P1080.33, MCO P1080.40, SECNAVINST 5212.5 and with 100% accuracy.

PERFORMANCE STEPS:

1. Assemble source documents.
2. Type a rough working unit diary from source documents.
3. Print a rough working diary.
4. Forward printed rough and source documents to supervisor for review.
5. Take corrective action on unit diary; update if necessary.
6. Print processed copy of MISSO UD.
7. Forward to certifying officer for signature.
8. File signed copy of UD, per the references.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
2. \* Source Documents

---

TASK: 0171.02.05 REVIEW MISSO UD

CONDITION(S): Given a printed rough MISSO UD, source documents and the references.

STANDARD(S): Per MCO P1080.33 and MCO P1080.40.

PERFORMANCE STEPS:

1. Receive printed rough MISSO UD and source documents.
2. Verify typed UD statements with source documents for accuracy.

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3. Return rough MISSO UD for corrections, if necessary.
4. Re-verify rough.
5. Forward verified printed rough UD to supervisor for certification.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Completed Unit Diary
  2. \* Source Documents
- 

TASK: 0171.02.06 DISTRIBUTE UNIT PERSONNEL/DISBURSING REPORTS

CONDITION(S): Given a system generated report and the references.

STANDARD(S): Per MCO P1080.33 and MCO P1080.40.

PERFORMANCE STEPS:

1. Receive reports from local computer center department.
2. Identify requesting unit for each report.
3. Route each report to the requesting unit.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* System Generated Report
- 

TASK: 0171.02.07 CERTIFY MISSO UD

CONDITION(S): Given a verified rough MISSO UD and source documents.

STANDARD(S): Error free and per MCO P1080.33 and MCO P1080.40.

PERFORMANCE STEPS:

1. Receive reviewed printed rough UD with source documents.
2. Verify rough UD statements with source documents for complete accuracy.
3. Return rough for corrections, if needed.
4. Certify accurate Unit Diary.
5. Return rough and source documents to preparer.
6. Obtain printed processed copy of MISSO UD for signature.
7. Return signed processed copy to preparer for filing.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (3) Req By (GySgt)

TRAINING MATERIEL:

1. \* Completed Unit Diary
  2. \* End User Computer Equipment (EUCE)
  3. \* Source Documents
- 

TASK: 0171.02.08 INTERPRET TYPE TRANSACTION CODE (TTC) DECISION LOGIC TABLE

CONDITION(S): Given specific TTC, a system processing problem, and the references.

STANDARD(S): Per MCO P1080.33.

PERFORMANCE STEPS:

1. Obtain TTC Decision Logic Table.
2. Select Decision Logic Table corresponding with specific TTC.
3. Read and interpret specific processing instruction to determine if the TTC is processed correctly.
4. Prepare a MCTFS Problem Sheet if the TTC failed to process correctly.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Sgt)

TRAINING MATERIEL:

1. \* Type Transaction Code (TTC)
- 

TASK: 0171.02.09 TRANSMIT INFORMATION TO DEPLOYED UNITS VIA STREAMLINE AUTOMATED LOGISTIC TRANSMISSION SYSTEM (SALTS)

CONDITION(S): Given a system generated diskette containing automated MCTFS processing data for deployed units.

STANDARD(S): Ensuring accuracy prior to release and per SALTS Manual and MCO P1080.33.

PERFORMANCE STEPS:

1. Retrieve information from the MCTFS.
2. Ensure all required documents have been produced.
3. Ensure all required files have been retrieved.
4. Ensure annotation of daily transmitted data onto a control log sheet.
5. Complete required document for release of the diskette.
6. Prepare SALTS GRAM.
7. Upload SALTS GRAM.
8. Retrieve information via SALTS GRAM transmissions from deployed units.
9. Save all incoming data to appropriate files.
10. Upload data into MCTFS or file as appropriate.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. SALTS MANUAL, Streamline Automated Logistic Transmission System Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Control Log Sheet
3. \* End User Computer Equipment (EUCE)
4. \* Source Documents

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5. \* System Generated Diskette containing automated MCTFS processing data for deployed units.
- 

TASK: 0171.02.10 MONITOR REPORTING UNIT PERFORMANCE WITHIN MCTFS SYSTEM

CONDITION(S): Given a completely processed MCTFS cycle and the references.

STANDARD(S): Per MCO P1080.33 and providing analysis of reporting unit deficiencies.

PERFORMANCE STEPS:

1. Determine cycle has completed processing.
2. Verify all unit diaries submitted for processing have completed processing.
3. Ensure that reported information has been entered into the Central Master File (CMF) by researching individual records.
4. Monitor the reporting unit advisory file for rejected transactions.
5. Analyze reporting unit deficiencies and suggest methods for improvement.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Completely processed Marine Corps Total Force System (MCTFS) cycle
2. \* End User Computer Equipment (EUCE)

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DUTY AREA 03 - ADMINISTRATIVE SUPPORT

TASK: 0171.03.01 PROVIDE TECHNICAL ASSISTANCE TO REPORTING UNITS ON UNIT DIARY SYSTEM REPORTING PROBLEMS

CONDITION(S): Given the references and proper forms.

STANDARD(S): Per MCO P1080.32 and MCO P1080.33.

PERFORMANCE STEPS:

1. Identify perceived problem requiring technical assistance.
2. Conduct research to determine the extent of the problem.
3. Determine the procedures necessary to rectify the problem.
4. Monitor unit reporting of recommended statements to ensure problem resolution.
5. Complete a MCTFS Problem Sheet and forward to MISSA if resolution is beyond MISSO capabilities.
6. Monitor MISSA action to ensure problem resolution.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
2. \* MCTFS Problem Sheet
3. \* Source Documents

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TASK: 0171.03.02 CONTROL ACCESS TO CMC SPONSORED MANPOWER DATA BASE

CONDITION(S): Given the reference.

STANDARD(S): Per MCO P1080.33 and Computer Security Manual.

PERFORMANCE STEPS:

1. Determine if the requirement for the requested data base can be met by other available Class 1 systems.

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2. Determine if the requested data base can meet the requirement, if the requirements are not available by the current Class 1 system.
3. Forward approval request to appropriate security office at Local Computer Center Department/Central Design and Programming Activity (CDPA) to establish access.
4. Notify requesting command upon disapproval.

REFERENCE(S):

1. Computer Security Manual
2. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (GySgt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0171.03.03 RECOMMEND MCTFS PROCEDURAL AND SYSTEMS CHANGES TO CMC/DFAS

CONDITION(S): Given the references and presented with a recurring UD reporting system problem.

STANDARD(S): Per MCO P1080.33 and MCO P1080.40.

PERFORMANCE STEPS:

1. Identify the recurring system problem.
2. Research to establish the extent of the system problem.
3. Analyze research to establish common patterns for each occurrence.
4. Develop a proposed solution based on analysis of the problem.
5. Recommend MCTFS procedural and systems changes to the operating system when necessary.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. PAA, Personnel Admin Advisory
4. PAAN, Pay and Allowance Advisory Notice
5. SAAN, Station Allowance Advisory Notice
6. SAO, Systems Assurance Officer Advisory

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7. TAN, Travel Advisory Notice

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* End User Computer Equipment (EUCE)
  3. \* Source Documents
- 

TASK: 0171.03.04 PROVIDE COURTESY ON-SITE VISITS FOR MCTFS ASSISTANCE

CONDITION(S): Given the references and a request for an on-site visit.

STANDARD(S): Per MCO P1080.33, MCO P1080.40 and providing recommended solutions to identified problems.

PERFORMANCE STEPS:

1. Identify requirements for unit visitation.
2. Conduct visitation and on-site examination of MCTFS Reporting Procedures.
3. Provide corrective action or recommended solution to identified problems.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

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TASK: 0171.03.05 PROVIDE TECHNICAL SUPPORT TO REMOTE JOB ENTRY (RJE) SITES

CONDITION(S): Given the reference.

STANDARD(S): Per MCO P1080.33.

PERFORMANCE STEPS:

1. Receive request for support.
2. Identify deficiencies.
3. Determine type of support required.

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4. Provide assistance by recommending solution for deficiencies or referral to another agency for problem resolution.

REFERENCE(S):

1. MCO P1080.33, Manpower Information Systems Support Office (MISSO) Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

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DUTY AREA 04 - EQUIPMENT SYSTEMS

TASK: 0171.04.01 OPERATE END USER COMPUTER EQUIPMENT (EUCE)

CONDITION(S): Given EUCE (hardware and software) and the references.

STANDARD(S): Per Users/Equipment Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Determine type of EUCE hardware required.
2. Demonstrate EUCE hardware.
3. Determine type of EUCE software required.
4. Demonstrate EUCE software.
5. Set up activation of system.

REFERENCE(S):

1. Appropriate equipment operating instructions
2. Users' Guides/Instructions/Manuals

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command ISMO and the MISSO.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0171.04.02 OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS)

CONDITION(S): Given EUCE and access to CICS.

STANDARD(S): Per MCO P1080.40, DFAS-KC 5200.22 and appropriate Equipment/Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Log on to system.
2. Determine application required.
3. Select appropriate option.
4. Operate selected option.
5. Produce/Print results of option selected.

REFERENCE(S):

1. Appropriate equipment operating instructions
2. Users' Guides/Instructions/Manuals
3. DFAS-KC 5200.22, Video Inquiry System Users Manual
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the MISSO.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to the Customer Information Control System (CICS)
  2. \* End User Computer Equipment (EUCE)
- 

TASK: 0171.04.03 GENERATE SPECIAL ROSTERS/AD HOC REPORTS

CONDITION(S): Given EUCE, access to UD/MIPS and MCTFS data bases.

STANDARD(S): Successfully and per MCO P1080.40, DFAS-KC 5200.22, and Unit Diary Marine Integrated Personnel System (UD/MIPS) Users Guide.

PERFORMANCE STEPS:

1. Log on to system required.
2. Select appropriate options from menus provided.
3. Initiate print process.

REFERENCE(S):

1. Appropriate equipment operating instructions
2. Users' Guides/Instructions/Manuals
3. DFAS-KC 5200.22, Video Inquiry System Users Manual
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
5. MIPS, Marine Integrated Personnel System Users Guide

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the ISMO and/or the MISSO.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
3. \* End User Computer Equipment (EUCE)

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MOS 0180, ADJUTANT

DUTY AREA 01 - CORRESPONDENCE

TASK: 0180.01.01 PROCESS CORRESPONDENCE

CONDITION(S): Given the references and correspondence requiring processing.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. For outbound correspondence:
  - a. Receive requirement.
  - b. Determine the type of correspondence required.
  - c. Draft appropriate correspondence.
  - d. Edit typed correspondence:
    - (1) Ensure format requirements of the standard letter meet guidelines in SECNAVINST 5216.5.
    - (2) Ensure standard subject identification codes (SSIC) are correct.
    - (3) Check abbreviations.
    - (4) Edit endorsement to meet format requirements.
    - (5) Ensure business letter is completed, per the references.
    - (6) Edit Administrative Action Form, per the references.
    - (7) Ensure Naval Message is prepared per NTP-3 and MTF.
    - (8) Ensure spelling is correct.
    - (9) Ensure grammar is correct.
    - (10) Ensure that there are no mathematical or numbering errors.
    - (11) Ensure that there are clear, concise sentences.
  - e. Ensure distribution is accomplished, as required.
2. For inbound correspondence:
  - a. Receive task.
  - b. Review task; determine necessary action.
  - c. Route task to appropriate agency(ies).

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- d. Document completed action.
- e. Train the staff on submission requirements and proper preparation.

REFERENCE(S):

- 1. FMFM 3-1, Command and Staff Action
- 2. GPO STYLE MANUAL, Government Printing Office Style Manual
- 3. MCO 5216.19, Administrative Action (AA) Form, [NAVMC 10274](#)
- 4. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
- 5. MCO P1070.12, Individual Records Administration Manual (IRAM)
- 6. MTF, United States Message Text Format (MTF) Joint Users Handbook
- 7. NTP 3, Naval Telecommunications Users Manual
- 8. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
- 9. SECNAVINST 5216.5, Department of the Navy Correspondence Manual
- 10. USN PLAD 1, United States Navy Plain Language Address Dictionary

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (2dLt)

TRAINING MATERIEL:

- 1. \* Correspondence requiring processing
  - 2. \* End User Computer Equipment (EUCE)
- 

TASK: 0180.01.02 ANALYZE PERSONNEL STAFFING DOCUMENTS

CONDITION(S): Given manpower sourcing documents and the references.

STANDARD(S): Per MCO 5311.1.

PERFORMANCE STEPS:

- 1. Receive sourcing documents.
- 2. Review references.
- 3. Determine internal modifications.
- 4. Submit changes to sourcing documents.
- 5. Identify incorrectly assigned personnel.

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6. Request appropriate action on incorrectly assigned personnel.

REFERENCE(S):

1. MCO 5311.1, Table of Organization Management Procedures

ADMINISTRATIVE INSTRUCTIONS: Manpower sourcing documents include, but are not limited to, the following: Table of Organization (T/O), Command Staff Report (CSR), Command Distribution Report (CDR), Enlisted Assignment Listing (EAL), Troop List and Authorized Strength Report (ASR).

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2dLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Manpower Sourcing Documents
- 

TASK: 0180.01.03 MANAGE MESSAGE DISTRIBUTION

CONDITION(S): Given the references and messages requiring distribution.

STANDARD(S): Per FMFM 3-1, local MDS Users Guide and with 100% accuracy.

PERFORMANCE STEPS:

1. Determine internal distribution controls for messages.
2. Process requests for changes to distribution of messages.
3. Determine message retention requirements.

REFERENCE(S):

1. Local Message Distribution System (MDS) Users Guide
2. FMFM 3-1, Command and Staff Action

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (2dLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Messages
- 

TASK: 0180.01.04 MONITOR MORNING REPORT

CONDITION(S): Given a consolidated Morning Report or an SMCR unit muster sheet.

STANDARD(S): Per MCO P1001R.1, MCO P1080.40 and with 100% accountability of personnel.

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PERFORMANCE STEPS:

1. Review on board strength.
2. Identify non-effective status of personnel.
3. Verify non-effective status of personnel.
4. Certify Morning Report.
5. For SMCR unit:
  - a. Determine requirements for participation in ADT/IDT.
  - b. Review the unit muster sheet for accuracy.
  - c. Ensure unit muster sheet accounts for absences/rescheduled IDT.
  - d. Annotate corrections to the unit muster sheet.
  - e. Ensure unit muster sheet data is reported into MCTFS.

REFERENCE(S):

1. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS:

1. Local procedures dictate what Morning Reports are to be prepared and distributed.
2. The UD/MIPS has a Morning Report menu.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (2dLt)

TRAINING MATERIEL:

1. \* A consolidated morning report
2. \* Access to Marine Corps Total Force System (MCTFS)
3. \* Completed Unit Muster Sheet
4. \* End User Computer Equipment (EUCE)

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TASK: 0180.01.05 SUPERVISE PREPARATION OF DOCUMENTS FOR PETITIONS TO BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR)

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CONDITION(S): Given a service record (SRB/OQR) and/or Official Military Personnel File (OMPF), source documents, and the references.

STANDARD(S): Per the references and identifying all errors not within the purview of the command to correct.

PERFORMANCE STEPS:

1. Verify that the discrepancy in the naval record requires higher headquarters approval for correction.
2. Ensure application for corrective action is being submitted within required time constraints.
3. Advise and assist the Marine on the preparation of the request for correction of naval record.
4. Ensure Marine's request contains all applicable background material and documents to support the requested correction.
5. Advise the Marine on the submission requirements.
6. Ensure corrective action directed by the BCNR is completed, if applicable.

REFERENCE(S):

1. MCO 1610.11, Performance Evaluation Appeals
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
5. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (2dLt)

TRAINING MATERIEL:

1. \* Board for Correction of Naval Records Application (BCNR)
2. \* Official Military Personnel File (OMPF)
3. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
4. \* Service Record Source Documents

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DUTY AREA 02 - FILES AND DIRECTIVES

TASK: 0180.02.01 SUPERVISE MAINTENANCE OF CORRESPONDENCE FILES

CONDITION(S): Given the references and access to correspondence files.

STANDARD(S): Per MCO 5210.11, SECNAVINST 5210.11, and SECNAVINST 5212.5.

PERFORMANCE STEPS:

1. Review the files outline.
2. Compare established file folders against files outline.
3. Review the identification labels on file folders.
4. Verify correspondence is filed, per the files outline.
5. Ensure correspondence files are maintained, per the reference.

REFERENCE(S):

1. MCO 5210.11, Records Management Program for the Marine Corps
2. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
3. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Correspondence files
- 

TASK: 180.02.02 SUPERVISE MAINTENANCE OF DIRECTIVES CONTROL POINT (DCP)

CONDITION(S): Given access to the Marine Corps Publication Distribution System (MCPDS), directives, publications, checklists, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Ensure review of command issued directives.
  - a. Ensure correct consecutive point numbers are assigned.
  - b. Ensure annual reviews by directive/publication sponsors are accomplished.
  - c. Certify annual or periodic review of command-issued directives is accomplished, per the references.

- d. Ensure checklist of effective command-issued directives is published, as required.
2. Review the publications listing for the command contained in the MCPDS.
3. Ensure changes to the publications listing are made in MCPDS, as required.
4. Ensure command address contained in MCPDS is correct or updated during periods of unit deployment, as necessary.
5. Review Marine Corps and other higher headquarters directives received for required modifications to command-issued directives.
6. Establish a Navy Must Hold listing.
7. Modify the Navy Must Hold listing, as required.
8. Review Navy directives received for required modifications to command-issued directives and command applicability.
9. Ensure that inventories of all directives and publications held by the command are maintained and that applicable changes are entered, per the references.

REFERENCE(S):

1. MCO 5210.11, Records Management Program for the Marine Corps
2. MCO 5215.12, Managing and Maintaining Navy Directives Files and Establishing "Must Hold" Lists
3. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
4. MCO P5215.1, Marine Corps Directives System
5. MCO P5600.31, Marine Corps Publication and Printing Regulations
6. NAVMC 2761, Catalog of Publications
7. NAVSUP 600D, Navy Logistics Library
8. OPNAVNOTE 5400, Standard Naval Distribution List (SNDL), Parts 1 & 2
9. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
10. SECNAVINST 5215.1, Department of the Navy Directives Issuance System

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Publications Distribution System (MCPDS)
2. \* End User Computer Equipment (EUCE)

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MCO 1510.53C  
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TASK: 0180.02.03 SUPERVISE PREPARATION OF COMMAND SPECIAL ORDERS

CONDITION(S): Given the references.

STANDARD(S): Per MCO P1000.6.

PERFORMANCE STEPS:

1. Verify the requirement to publish a command special order.
2. Review the reference.
3. Verify the command special order format.
4. Verify paragraph format for the requirement.
5. Ensure publication of the command special order.
6. Ensure distribution of the command special order is completed.

REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (2ndLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)

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DUTY AREA 03 - RECORDS

TASK: 0180.03.01 REVIEW FITNESS REPORTS

CONDITION(S): Given completed fitness reports and the references.

STANDARD(S): Per MCO P1070.12, MCO P1080.20 and MCO P1610.7.

PERFORMANCE STEPS:

1. Receive fitness reports.
2. Review each fitness report for completeness.
3. Review each fitness report for accuracy.
4. Maintain fitness report control point.
5. Submit fitness reports to higher headquarters.
6. Monitor and ensure timely submission of fitness reports returned from higher headquarters for correction.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCO P1610.7, Performance Evaluation System (PES)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Completed Fitness Report
  2. End User Computer Equipment (EUCE)
- 

TASK: 0180.03.02 SUPERVISE MAINTENANCE OF UNIT PUNISHMENT BOOK (UPB)

CONDITION(S): Given an offense report, a requirement to conduct nonjudicial punishment (NJP), a Unit Punishment Book (UPB) Binder, a completed UPB sheet, and the references.

STANDARD(S): Per the references and ensuring accuracy of the UPB with regard to contents and legality of punishment imposed.

PERFORMANCE STEPS:

1. Compare UPB to summary of NJP action.

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2. Review punishment awarded to ensure punishment does not exceed maximum authorized.
3. Ensure UPB is complete and related documents are attached.
4. Coordinate administrative actions:
  - a. SRB entries.
  - b. UD entries.
  - c. Correspondence/orders.
  - d. Appeals processed.
5. Give to clerk for filing.

REFERENCE(S):

1. Manual for Courts-Martial United States 1984, current edition
2. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
3. MCO P1070.12, Individual Records Administration Manual (IRAM)
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
5. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Access to Service Record Books
  2. \* Source Documents
  3. \* Unit Diary
  4. \* Unit Punishment Book (UPB) Binder with completed UPB sheet
- 

TASK: 0180.03.03 MAINTAIN REPORTS CONTROL POINT

CONDITION(S): Given the references.

STANDARD(S): Per MCO 5210.11, MCO 5214.2 and within established deadlines.

PERFORMANCE STEPS:

1. Determine required reports.
2. Establish system to ensure submission of reports.

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3. Implement system.
4. Monitor report submission.
5. Conduct annual review.
6. Ensure checklist of required reports is published.

REFERENCE(S):

1. MCO 5210.11, Records Management Program for the Marine Corps
2. MCO 5214.2, Marine Corps Information Requirements (Reports) Management Program

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Reports
- 

TASK: 0180.03.04 PROVIDE PRIVACY ACT GUIDANCE

CONDITION(S): Given the references.

STANDARD(S): Per MCO 5214.2 and MCO P5211.2.

PERFORMANCE STEPS:

1. Advise personnel on what information is releasable to military personnel.
2. Advise personnel on what information is non-releasable to civilians.
3. Advise personnel on exempted records.
4. Advise personnel on denial authority.
5. Advise personnel on disclosure accounting requirements.

REFERENCE(S):

1. MCO 5214.2, Marine Corps Information Requirements (Reports) Management Program
2. MCO P5211.2, The Privacy Act of 1974

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (2ndLt)

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DUTY AREA 04 - PERSONNEL SUPERVISION

TASK: 0180.04.01 COORDINATE SCREENING BOARDS

CONDITION(S): Given the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Determine references for appropriate screening board.
2. Issue assignment letters to board members.
3. Compile documents for screening board.
4. Receive results from screening board.
5. Provide results, as required.
6. Ensure equal opportunity.

REFERENCE(S):

1. Marine Corps Equal Opportunity Manual
2. MCBUL 1001 SERIES, Marine Corps Bulletin (Officer Retention Boards)
3. MCBUL 1040 SERIES, Marine Corps Bulletin (Enlisted to Warrant Program)
4. MCO 1650.19, Administrative and Issue Procedures for Decorations, Medals and Awards
5. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0180.04.02 SUPERVISE MAILROOM OPERATIONS

CONDITION(S): Given the references and an operating mailroom.

STANDARD(S): Per DoD 4525.6-M, VOL II, MCO P5110.4, and MCO P5110.6.

PERFORMANCE STEPS:

1. Arrange for weekly inspection.
2. Conduct weekly inspection.
3. Provide security for mail orderly appointment cards.

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4. Screen service records of mail orderly nominees.
5. Verify maintenance of registered mail log.
6. Revoke mail orderly appointment cards when required.
7. Ensure all required references are held.
8. Ensure proper disposition of mail.
9. Ensure mailroom directory is current.
10. Ensure physical security of unit mailroom.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. MCO P5110.4, The Marine Corps Official Mail Program
3. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Access to Service Record Books
  2. \* Mailroom directory
  3. \* Registered Mail Log
- 

TASK: 0180.04.03 COORDINATE COMMAND PROTOCOL REQUIREMENTS

CONDITION(S): Given the references.

STANDARD(S): Per The Marine Corps Officer's Guide, OPNAVINST 1710.7, and NAVMC 2691.

PERFORMANCE STEPS:

1. Review references for established guidelines.
2. Review commander's personal protocol requirements.
3. Assist implementation of required modification desired by the commander.
4. Make liaison with higher headquarters for protocol requirements or guidelines.
5. Provide direct assistance to the commander, as required.

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REFERENCE(S):

1. The Marine Corps Officer's Guide
2. NAVMC 2691, Drill and Ceremonies Manual
3. OPNAVINST 1710.7, Department of Navy Social Usage and Protocol Handbook

ADMINISTRATIVE INSTRUCTIONS: This includes change of commands, mess nights, dinners, etc.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (2ndLt)

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TASK: 0180.04.04 MAINTAIN ADMINISTRATIVE INSPECTION SYSTEM

CONDITION(S): Given the references.

STANDARD(S): Per MCO 5040.6, MCO P5000.14, AIRS checklist and Marine Corps Administrative Analysis Team Checklist.

PERFORMANCE STEPS:

1. Develop checklists for administrative functions performed by the command (MCTFS, SRB, DCP, legal, files and directives, etc.).
2. Develop an inspection team.
3. Conduct administrative inspection.
4. Provide results of the inspection.
5. Verify corrective action has been completed on identified discrepancies.

REFERENCE(S):

1. AIRS Checklist (IGMC)
2. Marine Corps Administrative Analysis Team Checklist
3. MCO 5040.6, Mission Tasks and Inspection/Oversight Procedures for the Inspector General
4. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0180.04.05 MANAGE COMMAND CLASSIFIED MATERIAL CONTROL CENTER (CMCC)

CONDITION(S): Given the reference.

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STANDARD(S): Per OPNAVINST 5510.1 and local directives in the 5510 series.

PERFORMANCE STEPS:

1. Establish control/safeguard procedures for classified mail/material:
  - a. Page counting.
  - b. Travel regulations.
  - c. Visitors clearance request forms.
  - d. Logging and storing mail/materials.
2. Implement accountability procedures.
3. Conduct periodic inventories of classified material held.
4. Supervise destruction of classified materials.

REFERENCE(S):

1. Local Directives in the 5510 series
2. OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. End User Computer Equipment (EUCE)
- 

TASK: 0180.04.06 MANAGE GRAVES REGISTRATION

CONDITION(S): Given the references.

STANDARD(S): Per BUMEDINST 5360.1, FMFM 3-1, and MCO P3040.4.

PERFORMANCE STEPS:

1. Monitor assignment of personnel to Graves Registration Unit.
2. Coordinate establishment of centralized collection points.
3. Implement recording and reporting procedures.
4. Supervise the collection of remains.
5. Supervise the identification of remains.
6. Supervise evacuation of remains.
7. Identify temporary cemetery site storage requirements, as required.

8. Safeguard personal effects until proper disposition.

REFERENCE(S):

1. BUMEDINST 5360.1, Decedent Affairs Manual
2. FMFM 3-1, Command and Staff Action
3. MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROC MAN)

ADMINISTRATIVE INSTRUCTIONS: To be performed in combat or combat simulation. Instructions are normally issued by higher command involved in operation and amplified in Operations Orders.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (2ndLt)

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TASK: 0180.04.07 MANAGE TASK ASSIGNMENTS OF ADMINISTRATIVE SECTION PERSONNEL

CONDITION(S): Given the references.

STANDARD(S): Per the MCO P5000.14, MCO 1510.53 and within specified timeframes.

PERFORMANCE STEPS:

1. Prioritize tasks to be completed.
2. Assign time line to each task/project.
3. Assign tasks to personnel.
4. Supervise personnel accomplishing tasks through completion.
5. Supervise MOJT commensurate with the assigned tasks.

REFERENCE(S):

1. 7 Habits of Highly Successful People by Covey
2. The One Minute Manager
3. MCO 1510.53, ITS Standards for OccFld 01 Personnel and Administration
4. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS: Various off-the-shelf publications are available and highly useful for guidance on managing personnel.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (2ndLt)

DUTY AREA 05 - ADMINISTRATIVE SUPPORT

TASK: 0180.05.01 ADMINISTER PERSONNEL SPONSORSHIP PROGRAM

CONDITION(S): Given the references and a roster of inbound personnel with PCS orders.

STANDARD(S): Per MCO 1320.11.

PERFORMANCE STEPS:

1. Receive information.
  - a. Roster of inbound personnel.
  - b. Permanent change of station orders.
2. Determine action required.
3. Execute required action.
  - a. Assign inbound personnel a sponsor.
  - b. Notify inbound personnel of designated sponsor.
  - c. Issue sponsorship application to personnel under PCS orders.

REFERENCE(S):

1. MCO 1320.11, Marine Corps Personnel Sponsorship Program

ADMINISTRATIVE INSTRUCTIONS: Local procedures must be established to administer this program.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
2. \* Roster of inbound personnel with PCS orders
3. \* Sponsorship application

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TASK: 0180.05.02 PREPARE LETTER OF REPRIMAND

CONDITION(S): Given the references and a scenario requiring a letter of reprimand.

STANDARD(S): Per the issuing officer's directions and Manual for Courts-Martial United States 1984, current edition, MCO P5800.16 and SECNAVINST 5216.5.

PERFORMANCE STEPS:

1. Receive requirement to draft a letter of reprimand.

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2. Review references.
3. Draft proposed letter for the issuing officer's (commander's) review.
4. Receive corrected copy of letter or concurrence on final draft.
5. Provide original letter of reprimand to commander for signature.

REFERENCE(S):

1. Manual for Courts-Martial United States 1984, current edition
2. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)
3. SECNAVINST 5216.5, Department of the Navy Correspondence Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0180.05.03 PROCESS DOCUMENTATION FOR PROMOTION

CONDITION(S): Given prepared certificates of appointment, certificates of appointment issued by the Commandant of the Marine Corps, or a situation requiring submission of a request for remedial promotion, and the references.

STANDARD(S): Per MCBuL 1430 series, MCO 1130.57, MCO P1400.31 and MCO P1400.32 and within established timeframes.

PERFORMANCE STEPS:

1. Review all promotion warrants for accuracy.
2. Submit promotion warrants to commander for signature.
3. Ensure completed promotion warrants are distributed for delivery to the Marine.
4. Ensure undelivered promotion warrants issued by the Commandant of the Marine Corps for those Marines no longer qualified or recommended for promotion are returned to the Commandant of the Marine Corps.
5. Process requests for remedial promotion when received.

REFERENCE(S):

1. MCBUL 1430 SERIES, Marine Corps Bulletin (Promotions)
2. MCO 1130.57, Enlistment Bonus Program

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3. MCO P1400.31, Marine Corps Promotion Manual (MARCORPROMMAN), Vol 1, Officer Promotions (OFFPROM)

4. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions

ADMINISTRATIVE INSTRUCTIONS: Promotions will be effected and reported in strict compliance with the references.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Certificates of Appointment
- 

TASK: 0180.05.04 COORDINATE CASUALTY PROGRAM

CONDITION(S): Given the references and an appropriate casualty scenario.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Receive notification that a casualty has occurred.
2. Review references to determine reporting requirements.
3. Request the casualty's service record.
4. Monitor preparation of casualty report.
5. Ensure Casualty Assistance Officer is briefed and familiar with duties.
6. Ensure all administrative requirements are completed.
7. Submit supplemental reports, as required.
8. Conduct casualty assistance training, as required.
9. Monitor preparation of Casualty Assistance Call Program.
10. Monitor preparation of condolence letter.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)

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4. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals

ADMINISTRATIVE INSTRUCTIONS:

1. Review local SOP.
2. See OH 1-1, Operational Functions of the G-1/S-1.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Access to Service Record Books
  2. \* Current MC casualty estimation software
  3. \* End User Computer Equipment (EUCE)
  4. \* Message Text Format (MTF) Editor
  5. \* Unit Diary Marine Integrated Personnel System (UDMIPS)
- 

TASK: 0180.05.05 COORDINATE LEGAL ASSISTANCE SERVICES

CONDITION(S): Given the references, appropriate legal forms and legal personnel.

STANDARD(S): Per the references and within established timeframes.

PERFORMANCE STEPS:

1. Receive request for legal services.
2. Determine appropriate action to be taken.
3. Forward request to applicable section/unit for action.
4. Monitor to ensure action is completed for each request.
5. Develop local legal admin SOP.

REFERENCE(S):

1. JAGINST 5800.7, Manual of the Judge Advocate General
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
4. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)
5. SECNAVINST 1640.9, Department of the Navy Corrections Manual

ADMINISTRATIVE INSTRUCTIONS: Legal assistance services include, but are not limited to, the following areas: Wills, powers of attorney, child support, personal legal matters, etc.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0180.05.06 PROCESS RECOMMENDATIONS FOR AWARDS/DECORATIONS

CONDITION(S): Given the references and award/decoration recommendations.

STANDARD(S): Per MCBuL 1650 series, MCO 1650.19, MCO P1070.12 and SECNAVINST 1650.1.

PERFORMANCE STEPS:

1. Receive the award/decoration recommendation.
2. Review the recommendation for accuracy and validity.
3. Return the recommendation for corrective action, as necessary.
4. Submit recommendation to awards board.
5. Receive board's recommendation/findings.
6. Submit the board's results to the commander for review.
7. Take final action based on the commander's review.

REFERENCE(S):

1. MCBUL 1650 SERIES, Marine Corps Bulletin (Awards)
2. MCO 1650.19, Administrative and Issue Procedures for Decorations, Medals and Awards
3. MCO P1070.12, Individual Records Administration Manual (IRAM)
4. SECNAVINST 1650.1, Navy and Marine Corps Awards Manual

ADMINISTRATIVE INSTRUCTIONS: Process recommendations for unit awards in the same manner as personal award recommendations.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Award/decoration recommendation
  2. \* End User Computer Equipment (EUCE)
-

TASK: 0180.05.07 PROCESS ADMINISTRATIVE DOCUMENTATION FOR SEPARATIONS

CONDITION(S): Given the references and appropriate documentation.

STANDARD(S): Per the references and within established timeframes.

PERFORMANCE STEPS:

1. Receive request.
2. Review request.
3. Determine appropriate documentation required.
4. Draft appropriate administration documentation.
5. Supervise preparation.
6. Review documentation prior to signature.
7. Forward for signature.
8. Ensure all personnel receive appropriate pre-separation training.
9. Make appropriate distribution.

REFERENCE(S):

1. Appellate Leave Order
2. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
3. MCBUL 1900 SERIES, Marine Corps Bulletin (Separations)
4. MCO P1070.12, Individual Records Administration Manual (IRAM)
5. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
6. MCO P1741.11, Survivor Benefit Plan
7. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
8. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

ADMINISTRATIVE INSTRUCTIONS:

1. Pending requests must be monitored to ensure completion of action.
2. Documents pertaining to final pay and entitlements must be coordinated/prepared when the administrative separation request is submitted.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (2ndLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0180.05.08 MANAGE GUARD MAIL OPERATIONS

CONDITION(S): Given standing organizational procedures.

STANDARD(S): Per local policies and SOP.

PERFORMANCE STEPS:

1. Determine local guard mail requirement(s).
2. Review local guard mail policies, if available.
3. Establish local guard mail policies, if required.
4. Ensure training of personnel assigned to receipt for/deliver guard mail.

REFERENCE(S):

1. SOP, Standing Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: Coordinate guard mail procedures with higher/subordinate organizations.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (2ndLt)

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TASK: 0180.05.09 PREPARE PERSONNEL ANNEXES TO THE OPERATIONS ORDER

CONDITION(S): Given the references and a mission.

STANDARD(S): Error free and per FMFM 3-1 and SECNAVINST P5216.5.

PERFORMANCE STEPS:

1. Receive notification to prepare ANNEX E to an operation order.
2. Review reference on applicable administrative areas to be covered in annex.
3. Request input from designated staff members.
4. Receive input from designated staff members.
5. Coordinate format of reports with appropriate headquarters.
6. Prepare Administrative and Personnel Annex.
7. Provide input to designated staff members, as required.

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REFERENCE(S):

1. FMFM 3-1, Command and Staff Action
2. SECNAVINST 5216.5, Department of the Navy Correspondence Manual

ADMINISTRATIVE INSTRUCTIONS: See Appendix A, Form 32, FMFM 3-1, Command and Staff Action.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0180.05.10 ADVISE PERSONNEL ON RESIGNATION ELIGIBILITY

CONDITION(S): Given an OQR, a request for resignation, and the references.

STANDARD(S): Per MCO P1070.12, MCO P1080.40 and MCO P1900.16.

PERFORMANCE STEPS:

1. Receive request for resignation advice.
2. Extract information from the OQR.
3. Determine if Marine is eligible for resignation.
4. Advise eligible personnel on the option to accept a Reserve commission.
5. Advise on timeframe to submit request (NET 14 months, NLT 4 months).
6. Advise personnel on methods of submission, by letter or by UD.
7. Advise personnel on required page 11 entry in the OQR.
8. Ensure OQR and UD entries are completed.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

ADMINISTRATIVE INSTRUCTIONS:

1. Review MCO P1900.16, MARCORSEPMAN.
2. Advise chain of command of officer's request for resignation.

3. Additional reading: Marine Corps Retirement Guide.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Officer Qualification Record (OQR)
  3. \* Unit Diary
- 

TASK: 0180.05.11 ADVISE PERSONNEL ON RETIREMENT ELIGIBILITY

CONDITION(S): Given a service record (SRB/OQR), a request for retirement advice, and the references.

STANDARD(S): Per MCO P1070.12, MCO P1080.40, MCO P1900.16 and MCO P1741.11.

PERFORMANCE STEPS:

1. Receive the request for retirement advice.
2. Extract information from the SRB/OQR.
3. Determine if the Marine is eligible for retirement.
4. Advise on timeframe to submit request (NET 14 months, NLT 4 months).
5. Advise personnel on methods of submission.
6. Advise personnel on required page 11 entry in the SRB/OQR.
7. Ensure SRB/OQR and UD entries are completed.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P1741.11, Survivor Benefit Plan
4. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

ADMINISTRATIVE INSTRUCTIONS:

1. Review MCO P1900.16, MARCORSEPMAN.
2. Advise chain of command of Marine's request for retirement.

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3. Additional reading: Marine Corps Retirement Guide.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  2. \* Unit Diary
- 

TASK: 0180.05.12 COORDINATE MILITARY JUSTICE MATTERS

CONDITION(S): Given an inquiry from a command/commander concerning military justice and the references.

STANDARD(S): Per Manual for Courts-Martial United States 1984, current edition, JAGINST 5800.7 and MCO P5800.16.

PERFORMANCE STEPS:

1. Receive the facts.
2. Identify the legal issues involved.
3. Research the legal issue.
4. Apply the law to the facts.
5. Render an accurate opinion.
6. Discuss options available, and ramifications.

REFERENCE(S):

1. Manual for Courts-Martial United States 1984, current edition
2. JAGINST 5800.7, Manual of the Judge Advocate General
3. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

ADMINISTRATIVE INSTRUCTIONS: Military justice matters include, but are not limited to, Courts-Martials, Nonjudicial punishment, etc.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2dLt)

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TASK: 0180.05.13 ADVISE INVESTIGATING OFFICERS ON JAG MANUAL INVESTIGATION PROCEDURES

CONDITION(S): Given an appointing order, JAGMAN, and a requirement to assist the appointed investigating officer.

STANDARD(S): Per JAGINST 5800.7 and MCO P5800.16.



PERFORMANCE STEPS:

1. Contact investigating officer and schedule a time for briefing.
2. Review appointing order and JAGMAN and annotate the portions pertinent to the investigating officer.
3. Brief investigating officer on investigation procedures.
4. Provide investigating officer with examples.
5. Review investigation.
6. Prepare forwarding endorsement for Commander.

REFERENCE(S):

1. JAGINST 5800.7, Manual of the Judge Advocate General
2. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

ADMINISTRATIVE INSTRUCTIONS: This task is very important to the timely completion of JAGMAN investigations. Ultimately, legal specialists will have to review every investigation, so good prebriefing can deter subsequent problems.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (2dLt)

TRAINING MATERIEL:

1. \* Appointing order
- 

TASK: 0180.05.14 REVIEW ADMINISTRATIVE CLAIMS

CONDITION(S): Given an administrative claim against the government and a JAGMAN.

STANDARD(S): Per JAGINST 5800.7 with compliance on or before the due date.

PERFORMANCE STEPS:

1. Review the claim.
2. Determine the nature of the claim.
3. Compare the contents of the claim to the requirements of the JAGMAN.
4. Annotate areas of concern.
5. Return claim for corrective action, if necessary.
6. Submit original and appropriate number of copies to supervisor.
7. File appropriate copies.

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REFERENCE(S):

1. JAGINST 5800.7, Manual of the Judge Advocate General

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (2dLt)

TRAINING MATERIEL:

1. \* Administrative Claim
- 

TASK: 0180.05.15 PARTICIPATE IN STAFF PLANNING PROCESS

CONDITION(S): Given an operational mission.

STANDARD(S): Per FMFM 3-1, MSTP and local SOPs.

PERFORMANCE STEPS:

1. Develop estimates of supportability, to include casualty estimation, casualty replacements, EPW handling, postal support, mail routing, graves registration, et al.
2. Conduct inter-staff section coordination.
3. Conduct CP site recon/develop CP layout.

REFERENCE(S):

1. FMFM 3-1, Command and Staff Action
2. MSTP, Marine Air Ground Task Force (MAGTF) Staff Training Program
3. SOP, Standing Operating Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (2dLt)

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DUTY AREA 06 - EQUIPMENT SYSTEMS

TASK: 0180.06.01 OPERATE END USER COMPUTER EQUIPMENT (EUCE)

CONDITION(S): Given a user requirement, EUCE system, hardware, and software.

STANDARD(S): Per Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Determine type of EUCE hardware required.
2. Demonstrate EUCE hardware.
3. Determine type of Marine Corps standard software required.
4. Demonstrate Marine Corps standard software.
5. Set up activation of system.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command Information Systems Management Officer (ISMO) and the Manpower Information Systems Support Office (MISSO).

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (1) Req By (2dLt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0180.06.02 OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS)

CONDITION(S): Given EUCE and CICS access.

STANDARD(S): Per MCO P1080.40, DFAS-KC 5200.22 and Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Log on to the system.
2. Determine the application required.
3. Select the appropriate option.
4. Operate the selected option.
5. Produce/print the results of the option selected.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. DFAS-KC 5200.22, Video Inquiry System Users Manual
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the MISSO.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Access to the Customer Information Control System (CICS)
  2. \* End User Computer Equipment (EUCE)
- 

TASK: 0180.06.03 GENERATE SPECIAL ROSTERS/AD HOC REPORTS

CONDITION(S): Given access to EUCE, access to the Unit Diary/Marine Integrated Personnel System (UD/MIPS) and MCTFS data base, and a request for a special roster or ad hoc report.

STANDARD(S): Successfully and per MCO P1080.40, DFAS-KC 5200.22, UD/MIPS Users Guide and Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Log on to the system required.
2. Select appropriate options from the menus provided.
3. Print the special roster/ad hoc report.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. DFAS-KC 5200.22, Video Inquiry System Users Manual
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. UD/MIPS USER'S GUIDE, Unit Diary/Marine Integrated Personnel System User's Guide

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command ISMO and/or the MISSO.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (2ndLt)

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TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
3. \* End User Computer Equipment (EUCE)

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DUTY AREA 07 - RESERVE ADMINISTRATION

TASK: 0180.07.01 VERIFY PAY AND ALLOWANCES FOR THE USMCR

CONDITION(S): Given a completed service record, source documents, and the references.

STANDARD(S): Per DoDFMR, MCO P1741.8, MCO P1751.3, and MCO P7220.42.

PERFORMANCE STEPS:

1. Verify the eligibility of the Marine to receive the entitlement.
2. Advise the Marine on his/her eligibility, if applicable.
3. Verify the accuracy of the source documents.
4. Ensure the document substantiating a pay entitlement is completed accurately and in a timely manner.
5. Certify the document substantiating a pay entitlement.
6. Ensure the document is properly and expeditiously distributed.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DODFMR, Department of Defense Financial Management Regulation
3. MCO P1741.8, Government Life Insurance Manual
4. MCO P1751.3, Basic Allowance for Housing (BAH)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (2ndLt)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
2. \* Service Record Source Documents

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MOS 0193, PERSONNEL/ADMINISTRATIVE CHIEF

DUTY AREA 01 - CORRESPONDENCE

TASK: 0193.01.01 VERIFY PREPARATION OF ADMINISTRATIVE CORRESPONDENCE

CONDITION(S): Given the references and administrative correspondence.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Receive requirement.
2. Determine type of correspondence required.
3. Draft appropriate correspondence.
  - a. Ensure SSICs are correct.
  - b. Check abbreviations.
4. Edit typed correspondence:
  - a. Ensure format requirements of the standard letter are per the references.
  - b. Edit the endorsement to meet format requirements.
  - c. Ensure business letter is completed.
  - d. Edit Administrative Action Form.
  - e. Ensure format requirements for Naval Messages are per NTP-3.
5. Ensure spelling is correct.
6. Ensure grammar is correct.
7. Ensure there are no mathematical or numbering errors.
8. Ensure there are clear, concise sentences.
9. Ensure distribution is accomplished, as required.

REFERENCE(S):

1. FMFM 3-1, Command and Staff Action
2. GPO STYLE MANUAL, Government Printing Office Style Manual
3. MCO 5216.19, Administrative Action (AA) Form, [NAVMC 10274](#)
4. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)

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5. MCO P1070.12, Individual Records Administration Manual (IRAM)
6. MCO P5600.31, Marine Corps Publication and Printing Regulations
7. NTP 3, Naval Telecommunications Users Manual
8. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
9. SECNAVINST 5216.5, Department of the Navy Correspondence Manual
10. USN PLAD 1, United States Navy Plain Language Address Dictionary

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Administrative correspondence
  2. End User Computer Equipment (EUCE)
- 

TASK: 0193.01.02 PROCESS CORRESPONDENCE AND MESSAGES

CONDITION(S): Given letters, memoranda, messages, local SOP and the references.

STANDARD(S): Per MCO 5210.11, MCO P5000.14, MCO P1000.6 and local SOP.

PERFORMANCE STEPS:

1. Receive correspondence/messages.
2. Determine action required.
3. Make log entry to document receipt of controlled documents and section responsible for action.
4. Route correspondence/messages to appropriate section.
5. Monitor to ensure action is completed by the required deadline.

REFERENCE(S):

1. MCO 5210.11, Records Management Program for the Marine Corps
2. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
3. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
4. SOP, Standing Operating Procedures

ADMINISTRATIVE INSTRUCTIONS: Commands may utilize local message distribution system for accessing messages.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

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TRAINING MATERIEL:

1. \* Administrative correspondence
  2. \* Messages
- 

TASK: 0193.01.03 PROCESS CONGRESSIONAL/SPECIAL INTEREST INQUIRIES (CONGRINT)

CONDITION(S): Given the reference and a congressional/special interest inquiry.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Brief the commander on the contents of the inquiry.
2. Establish deadlines.
3. Forward to cognizant command.
4. Prepare proposed response.
5. Forward response for review.

REFERENCE(S):

1. SECNAVINST 5216.5, Department of the Navy Correspondence Manual
2. SECNAVINST 5730.5, Procedures for the Handling of Naval Legislative Affairs and Congressional Relations

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* Congressional/Special Interest Inquiry
2. \* End User Computer Equipment (EUCE)

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DUTY AREA 02 - FILES AND DIRECTIVES

TASK: 0193.02.01 VERIFY MAINTENANCE OF DIRECTIVES CONTROL POINT (DCP)

CONDITION(S): Given directives, publications, checklists, references, access to the Marine Corps Publication Distribution System (MCPDS), and the internet for access to MCDEL.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Ensure review of command issued directives.
2. Determine organizational inventory requirements for directives and publications.
3. Determine the internal distribution of authorized inventories of directives.
4. Verify Navy Must Hold list is established and maintained.
5. Ensure that inventories of all directives and publications held by the command are maintained and that applicable changes are entered, per the references.

REFERENCE(S):

1. MCO 5215.12, Managing and Maintaining Navy Directives Files and Establishing "Must Hold" Lists
2. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
3. MCO P5215.1, Marine Corps Directives System
4. MCO P5600.31, Marine Corps Publication and Printing Regulations
5. NAVSUP 600D, Navy Logistics Library
6. OPNAVNOTE 5400, Standard Naval Distribution List (SNDL), Parts 1 & 2
7. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
8. SECNAVINST 5215.1, Department of the Navy Directives Issuance System

ADMINISTRATIVE INSTRUCTIONS: While error-free is the standard desired, errors are anticipated and should be utilized for remedial training.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Publications Distribution System (MCPDS)
2. \* Access to the Internet
3. \* End User Computer Equipment (EUCE)

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4. \* NAVMC 10974, Directive Review
  5. \* Published Directives
- 

TASK: 0193.02.02 VERIFY MAINTENANCE OF CORRESPONDENCE FILES

CONDITION(S): Given the references and access to correspondence files.

STANDARD(S): Per MCO 5210.11, MCO P5000.14, MCO P5211.2, SECNAVINST 5210.11, and SECNAVINST 5212.5.

PERFORMANCE STEPS:

1. Ensure establishment of correspondence files.
2. Review the files outline.
3. Review the identification labels on file folders.
  - a. Check for proper SSIC.
  - b. Check for disposition/retention instructions.
4. Verify correspondence is filed by SSIC and date.
5. Ensure correspondence files are maintained, per the references.
6. Ensure proper disposal, per the references.

REFERENCE(S):

1. MCO 5210.11, Records Management Program for the Marine Corps
2. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
3. MCO P5211.2, The Privacy Act of 1974
4. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
5. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Correspondence files
- 

TASK: 0193.02.03 VERIFY PREPARATION OF A COMMAND-ISSUED DIRECTIVE

CONDITION(S): Given the reference and a requirement for a command-issued directive.

STANDARD(S): Per MCO P5215.1.

PERFORMANCE STEPS:

1. Identify the type of directive to be published.
2. Establish content requirements.
3. Write recommended text.
4. Format directive.
5. Edit text for grammar and accuracy.
6. Submit directive for preparation.
7. Forward for review/approval.
8. Ensure proper distribution is accomplished.

REFERENCE(S):

1. GPO STYLE MANUAL, Government Printing Office Style Manual
2. MCO P5215.1, Marine Corps Directives System
3. SECNAVINST 5210.11, Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)
4. SECNAVINST 5216.5, Department of the Navy Correspondence Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)

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DUTY AREA 03 - SERVICE RECORDS

TASK: 0193.03.01 ENSURE ACCOUNTABILITY OF SERVICE RECORDS

CONDITION(S): Given the references and service records.

STANDARD(S): Per MCO P1070.12, MCO P1080.40, and MCO P5211.2 with 100% accountability.

PERFORMANCE STEPS:

1. Establish access to service records.
2. Establish check out procedures for service records.
3. Ensure service record custodian assignments are current.
4. Ensure security procedures are enforced.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P5211.2, The Privacy Act of 1974

ADMINISTRATIVE INSTRUCTIONS: Local roster may be used for accountability.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* Service Record Book
- 

TASK: 0193.03.02 VERIFY AUDIT OF SERVICE RECORD

CONDITION(S): Given a service record (SRB/OQR), EUCE, MCAAT Checklist, MCAP Checklist, and the references.

STANDARD(S): Per the references and in consonance with source documents.

PERFORMANCE STEPS:

1. Verify information contained in the service record against source documents.
2. Validate discrepancies identified by the clerk.
3. Identify any additional discrepancies.
4. Initiate corrective action.
5. Ensure auditors are assigned in writing.

6. Ensure BIR/BTR, RED, and other required documents are requested when required.
7. Ensure audits are accomplished, when required.
8. Ensure UD corrective action is accomplished.
9. Ensure all documents are filed correctly.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DODFMR, Department of Defense Financial Management Regulation
3. JFTR, Joint Federal Travel Regulation, Vol I
4. MCO 1740.13, Special Power of Attorney/Child Care Plan
5. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
6. MCO P1070.12, Individual Records Administration Manual (IRAM)
7. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
8. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
9. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
10. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. A thorough review of the references is required prior to the execution of this task.
2. T-Audit should be utilized, per MCO P5000.14.
3. Access 3270 for Diary Retrieval and Remarks Summary and MCAAT Audit Screens.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to 3270 (on-line Performance Evaluation System (PES))
2. \* End User Computer Equipment (EUCE)
3. \* MCAAT Checklist
4. \* MCAP Checklist
5. \* Service Record Book (SRB)/Officer Qualification Record (OQR)

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MCO 1510.53C  
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6. \* Service Record Source Documents
7. \* Unit Diary

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DUTY AREA 04 - UNIT DIARY

TASK: 0193.04.01 VERIFY UNIT DIARY

CONDITION(S): Given a prepared unit diary, source documents and the references.

STANDARD(S): Per MCO P1080.20 and MCO P1080.40 ensuring consonance with source documents.

PERFORMANCE STEPS:

1. Compare information contained on unit diary with source documents.
2. Annotate UD for corrective action.
3. Return for corrective actions.
4. Reverify the unit diary.
5. Submit for certification.

REFERENCE(S):

1. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Completed Unit Diary
  2. \* End User Computer Equipment (EUCE)
  3. \* Source Documents
- 

TASK: 0193.04.02 VERIFY MCTFS REPORTS

CONDITION(S): Given completed MCTFS reports and the references.

STANDARD(S): Per MCO P1080.40 and MCO P1080.20.

PERFORMANCE STEPS:

1. Receive management report.
2. Verify MCTFS reports.
3. Initiate action required to reconcile discrepancies.
4. Monitor corrective action taken to ensure acceptance into MCTFS.



REFERENCE(S):

1. DFAS-KC 5200.22, Video Inquiry System Users Manual
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
2. \* Completed Marine Corps Total Force System (MCTFS) management reports
3. \* End User Computer Equipment (EUCE)

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DUTY AREA 05 - PAY

TASK: 0193.05.01 VERIFY PAY RELATED DOCUMENTS

CONDITION(S): Given a service record (SRB/OQR), completed documentation substantiating pay and allowances entitlement, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Verify the Marine's eligibility to receive the entitlement.
2. Advise the Marine on eligibility, if applicable.
3. Direct preparation of pay document, as required.
4. Verify the accuracy of the source documents.
5. Verify pay related document against source documents and the references for completeness and accuracy.
6. Obtain necessary signatures.
7. Ensure unit diary entries are reported, as required.
8. Ensure LES is annotated, as required.
9. Submit pay related documents to disbursing, as required.
10. Ensure service record maintenance is accomplished, as required.
11. Ensure all administrative actions are completed.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DFAS-KC 7220.45-R, Bond and Allotment Manual
3. DODFMR, Department of Defense Financial Management Regulation
4. JFTR, Joint Federal Travel Regulation, Vol I
5. MCO 10110.47, Basic Allowance for Subsistence
6. MCO 1560.28B, Veteran's Educational Assistance Benefits
7. MCO 6000.1, Tricare Family Member Dental Plan
8. MCO 7220.12, Special Duty Assignment Pay Program
9. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy

10. MCO 7220.24, Selective Reenlistment Bonus (SRB) Program
11. MCO 7220.52, Foreign Language Proficiency Pay (FLPP) Program
12. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
13. MCO P10110.14, Food Service Standing Operating Procedures (SOP)
14. MCO P1070.12, Individual Records Administration Manual (IRAM)
15. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
16. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
17. MCO P1741.8, Government Life Insurance Manual
18. MCO P1751.3, Basic Allowance for Housing (BAH)
19. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
20. MCO P3000.15, Manpower Unit Deployment Program Standing Operating Procedures (Manpower UDP SOP)
21. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
22. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. The following documents, while not all inclusive, are the most frequently encountered:

- a. NAVMC 11060, Separation/Enlistment Voucher
- b. NAVMC 10922, Dependency Application
- c. NAVMC 10522, Commuted Ration Action Form
- d. NAVMC 11070, Pay Adjustment Authorization
- e. DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance
- f. NAVMC 11106, Application for Cost of Living Allowances
- g. DD Form 2494, Uniformed Services Active Duty Dependents Dental Insurance Plan Enrollment Election
- h. DD Form 2384, Selected Reserve Educational Assistance Program (G.I. Bill) Notice of Eligibility
- i. NAVMC 11116, Payday Adjustment/Special Payment Authorization
- j. DD Form 2058 and DD Form 2058/1, State of Legal Residence Certificate

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- k. IRS Form W-4, Federal/State Tax Exemptions
- l. NAVMC 11051, Assignment to Government Quarters
- m. VA 29-8286, Serviceman's Group Life Insurance Election
- n. NAVMC 11115, Authorization for Advance Dependent Travel and/or Dislocation Allowances
- o. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report
- p. DD Form 1351/2 Travel Claim

2. Verification of pay and allowances includes, but is not limited to, the following areas: FSA, DOPMA, BAS, BAH, COLA, OHA, BCNR packages, Dependent Dental, Grade, PEBD, CRA, State/Federal Tax, Leave, Foreign duty, CARSEA Pay, SDA Pay, and Waiver or Liquidation of Indebtedness.

3. All special pay is certified annually.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

- 1. \* End User Computer Equipment (EUCE)
- 2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 3. \* Service Record Source Documents
- 4. \* Unit Diary

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TASK: 0193.05.02 COMPUTE READJUSTED PAY ENTRY BASE DATE (PEBD)

CONDITION(S): Given a service record (SRB/OQR), a requirement for recomputation of the PEBD, and references.

STANDARD(S): Accurately, per DoDFMR, MCO P1080.40, MCO P5000.14 and DFAS-KC 7220.31.

PERFORMANCE STEPS:

- 1. Receive documentation requiring recomputation of PEBD.
- 2. Extract information from the service record (SRB/OQR) required to compute the PEBD.
- 3. Perform computation.
- 4. Forward recomputed PEBD data to Unit Diary Section for entry into MCTFS.

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REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DODFMR, Department of Defense Financial Management Regulation
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. Review computational procedures contained in the references prior to training.
2. The Decision Logic Table is found in MCO P5000.14.
3. A thorough review of the Decision Logic Table should be accomplished prior to readjustment of PEBD.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Appropriate source documents
  2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
- 

TASK: 0193.05.03 COMPUTE READJUSTED ARMED FORCES ACTIVE DUTY BASE DATE (AFADBD)

CONDITION(S): Given a service record (SRB/OQR), a situation requiring adjustment to the AFADBD, and references.

STANDARD(S): Accurately, per DoDFMR, MCO P1080.40, MCO P5000.14 and DFAS-KC 7220.31.

PERFORMANCE STEPS:

1. Receive documentation that requires recomputation of AFADBD.
2. Extract information from the service record (SRB/OQR) required to compute the AFADBD.
3. Perform computation.
4. Forward recomputed AFADBD data to Unit Diary Section for entry into MCTFS.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. DODFMR, Department of Defense Financial Management Regulation

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3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

4. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS: Review computational procedures contained in the DoDFMR prior to training.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Appropriate source documents
2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)

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DUTY AREA 06 - GENERAL ADMINISTRATION

TASK: 0193.06.01 MONITOR PERSONNEL ASSIGNMENTS

CONDITION(S): Given the references and Table of Organization (T/O).

STANDARD(S): Per MCO P1000.6, MCO P1080.40, and MCO P1300.8.

PERFORMANCE STEPS:

1. Determine qualifications of personnel.
2. Identify command shortfalls.
3. Coordinate assignment with local command MOS advocate.
4. Make recommended assignment to personnel officer.

REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P1200.7, Military Occupational Specialty (MOS) Manual
4. MCO P1300.8, Marine Corps Personnel Assignment Policy

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Table of Organization (T/O)
- 

TASK: 0193.06.02 VERIFY PREPARATION OF PERSONNEL ORDERS

CONDITION(S): Given the references and a situation requiring personnel orders.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Establish procedures to ensure timely and accurate preparation of personnel assignment orders.
2. Verify occasion requiring execution of personnel orders.
3. Review correspondence or documents directing personnel assignments to ensure strict compliance with instructions contained therein.
4. Ensure accurate and timely preparation of personnel orders.

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5. Establish procedures to ensure counseling of member concerning contents of personnel orders at the time of delivery.
6. Establish procedures to ensure proper checkout of personnel prior to delivery of personnel orders.
7. Ensure entries are made in the service record (SRB/OQR), as required.
8. Ensure appropriate entries are reported on the unit diary.
9. Ensure Marines submit a travel claim for liquidation of travel expenses within specified time frames, if required.

REFERENCE(S):

1. DODFMR, Department of Defense Financial Management Regulation
2. JFTR, Joint Federal Travel Regulation, Vol I
3. MCO 1306.2, Assignment to Marine Security Guard Duty with the Department of State's Foreign Service Establishments
4. MCO 1326.5, Automated Order Writing Process (AOWP)
5. MCO 1326.6, Selection, Screening, and Preparation of Enlisted Marines for Assignment to Drill Instructor, Recruiter, and Independent Duty
6. MCO 5512.4, No-Fee Passport
7. MCO 7220.21, Advance Pay on Permanent Change of Station (PCS) Policy
8. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
9. MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence
10. MCO P1070.12, Individual Records Administration Manual (IRAM)
11. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
12. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
13. MCO P1300.8, Marine Corps Personnel Assignment Policy
14. MCO P1754.4, Exceptional Family Member Program
15. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
16. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
17. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

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ADMINISTRATIVE INSTRUCTIONS:

1. MCO P4650.37 (MCTIM) provides detailed instructions concerning responsibility and procedures for the submission of travel claims.
2. Personnel orders process includes, but is not limited to, the following areas: advance pay, screening checklists, permissive TAD or househunting, application for no-fee passport, area clearances, and port call instructions.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to Service Record Books
  2. \* End User Computer Equipment (EUCE)
  3. \* Unit Diary
- 

TASK: 0193.06.03 VERIFY TEMPORARY ADDITIONAL DUTY (TAD) ORDERS PREPARATION

CONDITION(S): Given the references, a situation requiring TAD orders and the appropriate paperwork associated with TAD orders.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the TAD request for orders preparation.
2. Determine the type of TAD.
3. Determine the purpose of the TAD.
4. Determine funding authority.
5. Determine the mode of transportation, quarters and messing requirements for cost effectiveness.
6. Determine special requirements, to include: area clearance, security clearance, antiterrorism brief.
7. Determine requirements for NATO travel orders.
8. Ensure official file copy is maintained.
9. Ensure Travel Order Number (TON) log is maintained.
10. Ensure settlement of orders with disbursing.
11. Ensure copy of settlement is forwarded back to funding source.
12. Ensure proper UD entitlements are reported.

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REFERENCE(S):

1. JFTR, Joint Federal Travel Regulation, Vol I
2. MCO 1326.5, Automated Order Writing Process (AOWP)
3. MCO 1326.6, Selection, Screening, and Preparation of Enlisted Marines for Assignment to Drill Instructor, Recruiter, and Independent Duty
4. MCO 4600.40, Government Travel Charge Card Program
5. MCO 5512.4, No-Fee Passport
6. MCO 7303.17, Fiscal Accounting for TAD Transportation When Procured With Government Transportation Request
7. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
8. MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence
9. MCO P1070.12, Individual Records Administration Manual (IRAM)
10. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
11. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
12. MCO P1300.8, Marine Corps Personnel Assignment Policy
13. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
14. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
15. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. Directives or documents published by higher authority on this task should be held by the order writing authority.
2. Review humanitarian TAD process and entitlements, per the references.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. End User Computer Equipment (EUCE)
- 

TASK: 0193.06.04 MONITOR MORNING REPORT

CONDITION(S): Given a consolidated Morning Report.

STANDARD(S): Per MCO P1070.12, MCO P1080.40, MCO P5000.14 and with 100% accountability.

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PERFORMANCE STEPS:

1. Review on board strength.
2. Identify non-effective status of personnel.
3. Verify non-effective status of personnel.
4. Certify Morning Report.
5. Ensure appropriate SRB/UD action is taken.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

ADMINISTRATIVE INSTRUCTIONS:

1. Local procedures dictate what Morning Reports are to be prepared and distributed.
2. The MIPS has a Morning Report menu.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (3) Req By (SSgt)

TRAINING MATERIEL:

1. \* A consolidated morning report
2. \* Access to Service Record Books
3. \* End User Computer Equipment (EUCE)

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TASK: 0193.06.05 PROCESS RESIGNATION/RETIREMENT/TRANSFER TO THE FLEET MARINE CORPS RESERVE REQUEST

CONDITION(S): Given a service record, references and a request for resignation/retirement/transfer.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Receive request.
2. Extract information from service record.
3. Determine eligibility.

4. Advise eligible personnel on the option to accept Reserve commission, if resigning.
5. Advise on time frame to submit.
6. Complete CO's preapplication checklist.
7. Ensure request is submitted.
8. Ensure required page 11 entry in service record is completed.
9. Ensure UD action is taken as appropriate.
10. Monitor MCTFS reports for appropriate action.

REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
5. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

ADMINISTRATIVE INSTRUCTIONS: Thoroughly review the references.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to 3270 (RT01/RT02) Performance Evaluation Record Display Screen
  2. \* Access to Marine Corps Total Force System (MCTFS)
  3. \* End User Computer Equipment (EUCE)
  4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  5. \* Unit Diary
- 

TASK: 0193.06.06 PROCESS ADMINISTRATIVE DOCUMENTATION FOR SEPARATIONS

CONDITION(S): Given the references, a service record, appropriate documentation, and a request for separation.

STANDARD(S): Per the references and including determination, preparation, and appropriate distribution within established timeframes.

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PERFORMANCE STEPS:

1. Receive request.
2. Review request.
3. Determine appropriate documentation required.
4. Draft appropriate administrative documentation.
5. Ensure preparation of documents is accomplished.
6. Compare prepared documents against service record.
7. Identify discrepancies.
8. Ensure action is taken to correct discrepancies.
9. Forward for signature.
10. Monitor MCTFS reporting to record statements on the date of separation.
11. Ensure appropriate distribution is accomplished.

REFERENCE(S):

1. DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual (DFAS/MCTFSAPSM)
2. MCBUL 1900 SERIES, Marine Corps Bulletin (Separations)
3. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
4. MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence
5. MCO P1070.12, Individual Records Administration Manual (IRAM)
6. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
7. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
8. MCO P1754.5, Transition Assistance Program (TAP) Standing Operating Procedures (SOP)
9. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

ADMINISTRATIVE INSTRUCTIONS:

1. Pending requests must be monitored for action to be completed.
2. Documents pertaining to final pay and entitlements must be coordinated/prepared when the administrative separation request is submitted.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

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TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* End User Computer Equipment (EUCE)
  3. \* Service Record Book
  4. \* Service Record Source Documents
- 

TASK: 0193.06.07 COORDINATE SURVIVOR BENEFIT PLAN (SBP) COUNSELING

CONDITION(S): Given the references, SBP informational handouts and access to service records.

STANDARD(S): Per MCO P1070.12, MCO P1741.11, and MCO P1900.16.

PERFORMANCE STEPS:

1. Determine occasions requiring SBP counseling.
2. Establish procedures to identify Marines requiring SBP counseling.
3. Advise personnel on aspects of SBP.
4. Provide Marines with appropriate informational handouts.
5. Ensure appropriate service record entries are completed, per the references.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1741.11, Survivor Benefit Plan
3. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

ADMINISTRATIVE INSTRUCTIONS: Use of Family Service Center Transition Assistance Counseling is recommended.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  2. \* Survivor Benefit Plan informational handouts
- 

TASK: 0193.06.08 SUPERVISE ENLISTED PROMOTION PROCESS

CONDITION(S): Given promotion criteria, service record, unit diary and the references.

STANDARD(S): Within the established time frames and per MCBul 1430 series, MCO 1130.57, MCO P1070.12, MCO P1080.40 and MCO P1400.32.

PERFORMANCE STEPS:

1. Ensure Marines eligible for promotion are identified.
2. Monitor Marine Corps Bulletins (1430 Series) announcing promotion eligibility.
3. Ensure Marines eligible, but not recommended for promotion, are identified and appropriate entries are recorded in the SRB and reported on the unit diary.
4. Ensure current training information required for composite score computation is resident in the MCTFS or reported on the unit diary for Marines eligible for promotion to Cpl/Sgt.
5. Monitor Marine Corps Bulletins (1430 Series) announcing required composite scores for each occupational field.
6. Monitor the unit's diary feedback report to identify Marines selected for promotion.
7. Ensure action is initiated to request remedial promotion for Marines who are eligible for promotion for whom no composite score and/or select grade entry was generated.
8. Ensure promotion warrants are prepared for Marines selected and recommended for promotion for delivery to the unit commander prior to the effective date.
9. Ensure reporting of promotions on the unit diary.
10. Process Staff Noncommissioned Officer promotions, as applicable.
11. Verify manual computation of composite scores.
12. Submit remedial promotion request to CMC, when applicable.
13. Monitor diary feedback report for approval of remedial promotions.
14. Establish internal control procedures for monitoring promotions process.

REFERENCE(S):

1. MCBUL 1430 SERIES, Marine Corps Bulletin (Promotions)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions

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ADMINISTRATIVE INSTRUCTIONS:

1. UD/MIPS is available to assist in the identification of eligible Marines.
2. Promotions will be effected and reported in strict compliance with the references.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (3) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
  3. \* Service Record Book
  4. \* Unit Diary
- 

TASK: 0193.06.09 SUPERVISE ENLISTED REDUCTIONS PROCESS

CONDITION(S): Given a service record, unit diary and source documents directing an enlisted Marine's reduction.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Ensure Reduction Order is published.
2. Ensure reduction conduct and duty proficiency marks are assigned, as applicable.
3. Ensure service record entry is made.
4. Ensure appropriate unit diary entry is made.
5. Ensure reduction fitness report is prepared and forwarded to the Marine's reporting senior, as applicable.
6. Ensure new Armed Forces Identification Card is issued, if applicable.

REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
5. MCO P1610.7, Performance Evaluation System (PES)

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6. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
7. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals
8. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (3) Req By (SSgt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Service Record Book
  3. \* Service Record Source Documents
  4. \* Unit Diary
- 

TASK: 0193.06.10 VERIFY THE COMPLETENESS OF ABSENTEE/DESERTER DOCUMENTS

CONDITION(S): Given the references, completed [DD Form 553](#), completed [DD Form 616](#), service Record Book/Officer Qualification Record, unit diary, completed notification letter and inventory/phone record.

STANDARD(S): Per MCO P1070.12, MCO P1080.40, MCO P1610.7, MCO P5000.14 and MCO P5800.16.

PERFORMANCE STEPS:

1. Ensure 48 hour phone call is accomplished.
2. Ensure 72 hour inventory is accomplished/completed.
3. Ensure completion of ten day Primary Next of Kin letter.
4. Verify the requirement for issuance of a Report of Absentee Wanted by the Armed Forces ([DD Form 553](#)).
5. Ensure completion of the [DD Form 553](#).
6. Ensure completion of the Naval Message submitted on officer absences.
7. Verify the requirement for the Report of Return of Absentee Wanted by the Armed Forces ([DD Form 616](#)).
8. Ensure completion of the [DD Form 616](#).
9. Submit all documentation for signature, as required.
10. Ensure service record and UD entries are made, and fitness report is completed as required, per the reference.
11. Ensure SRB/Health/Dental Records, source documents are mailed, as required.

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REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P1610.7, Performance Evaluation System (PES)
4. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
5. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

ADMINISTRATIVE INSTRUCTIONS: The LEGADMINMAN contains detailed instructions for processing absentees and deserters.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* Completed Notification Letter
  2. \* DD Form 553, Deserter/Absentee Wanted by the Armed Forces
  3. \* DD Form 616, Report of Return of Absentee
  4. \* End User Computer Equipment (EUCE)
  5. \* Inventory/phone record
  6. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  7. \* Unit Diary
- 

TASK: 0193.06.11 VERIFY LEGAL DOCUMENTS

CONDITION(S): Given the references and access to appropriate legal documents.

STANDARD(S): Per Manual for Courts-Martial United States 1984, current edition, JAGINST 5800.7, MCO P5000.14, and MCO P5800.16.

PERFORMANCE STEPS:

1. Verify the Unit Punishment Book (UPB).
2. Verify the confinement order.
3. Verify the charge sheet.
4. Verify the completeness of requests for legal services.

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5. Verify the completeness of the Record of Trial by Summary Court Martial (DD Form 2329).
6. Verify completeness of JAG Manual investigations.

REFERENCE(S):

1. Manual for Courts-Martial United States 1984, current edition
2. JAGINST 5800.7, Manual of the Judge Advocate General
3. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
4. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

ADMINISTRATIVE INSTRUCTIONS: Requests for legal services can include, but are not limited to, legal assistance pertaining to wills, divorces, powers of attorney, administrative discharges, and courts-martial.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* Appropriate source documents
  2. \* DD Form 2329, Record of Trial by Summary Court Martial
  3. \* Unit Punishment Book (UPB) Binder with completed UPB sheet
- 

TASK: 0193.06.12 VERIFY COMMAND SPECIAL ORDERS

CONDITION(S): Given the references, supporting documents, UD and service record.

STANDARD(S): Per MCO P1000.6, MCO P1070.12, and MCO P1080.40.

PERFORMANCE STEPS:

1. Review the supporting documents.
2. Verify Special Order Number.
3. Ensure the Command Special Order is in the proper format.
4. Ensure distribution is made.
5. Ensure appropriate UD/service record entries are completed, as required.

REFERENCE(S):

1. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)

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3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  3. \* Service Record Source Documents
  4. \* Unit Diary
- 

TASK: 0193.06.13 PROVIDE SAFEGUARD OF CONTROLLED FORMS

CONDITION(S): Given the references, controlled forms and a secure container.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Safeguard identification cards (DD Form 2 (ACT), DD Form 2 (RES), DD Form 2 (RET), DD Form 1173, and DD Form 1173-1).
2. Safeguard meal cards (DD Form 714).
3. Safeguard separation documents (DD Forms 214/214WS/215/256/257).
4. Safeguard SNCO promotion warrants.
5. Safeguard exchange privilege card, if applicable.

REFERENCE(S):

1. MCO 10110.47, Basic Allowance for Subsistence
2. MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
3. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)
4. MCO P4400.150, Consumer Level Supply Policy Manual
5. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)
6. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals
7. SL-8-09993A, Marine Corps Stock List of Blank Forms

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

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TRAINING MATERIEL:

1. \* Classified Material Storage Approved Safe
  2. \* DD Form 1173, Uniformed Services Identification & Privilege Card
  3. \* DD Form 1173-1, Department of Defense Guard and Reserve Family Member Identification Card
  4. \* DD Form 2 (ACT), Armed Forces of the United States-Geneva Convention Identification Card (Active)
  5. \* DD Form 2 (RES), Armed Forces of the United States-Geneva Convention Identification Card (Reserves)
  6. \* DD Form 2 (RET), United States Uniformed Services Identification Card (Retired)
  7. \* DD Form 214, Certificate of Release or Discharge from Active Duty
  8. \* DD Form 214WS, Certificate of Release or Discharge from Active Duty (Worksheet)
  9. \* DD Form 215, Correction to DD Form 214, Certificate of Release or Discharge from Active Duty
  10. \* [DD Form 256](#), Discharge Certificate, Honorable
  11. \* DD Form 257, Discharge Certificate, General
  12. \* DD Form 714, Meal Card
  13. \* Exchange Privilege Card
  14. \* SNCO promotion warrants
- 

TASK: 0193.06.14 VERIFY THE APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD - DEERS ENROLLMENT ([DD FORM 1172](#))

CONDITION(S): Given source documents, a completed [DD Form 1172](#), and the references.

STANDARD(S): Per DoDFMR, MCO P1751.3, MCO P5512.11, MCO P5800.16.

PERFORMANCE STEPS:

1. Verify the eligibility of applicants.
2. Ensure the accuracy and validity of source documents.
3. Verify authorized entitlements.
4. Ensure [DD Form 1172](#) is certified.
5. Ensure proper distribution of the [DD Form 1172](#).

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REFERENCE(S):

1. DODFMR, Department of Defense Financial Management Regulation
2. MCO P1751.3, Basic Allowance for Housing (BAH)
3. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals
4. MCO P5800.16, Legal Administration Manual (LEGADMINMAN)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* [DD Form 1172](#), Application for Uniformed Services Identification Card-DEERS Enrollment
  2. \* End User Computer Equipment (EUCE)
  3. \* Source Documents
- 

TASK: 0193.06.15 PROCESS RECOMMENDATIONS FOR AWARDS/DECORATIONS

CONDITION(S): Given the references and an award/decoration recommendation.

STANDARD(S): Per the MCO 1650.19, MCO P1070.12 and SECNAVINST 1650.1.

PERFORMANCE STEPS:

1. Receive the award/decoration recommendation.
2. Review the recommendation for accuracy and validity.
3. Return the recommendation for corrective action, as necessary.
4. Submit recommendation to awards board.
5. Receive board's recommendation/findings.
6. Submit the board's results to the commander for review.
7. Take final action based on the commander's review.

REFERENCE(S):

1. MCO 1650.19, Administrative and Issue Procedures for Decorations, Medals and Awards
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. SECNAVINST 1650.1, Navy and Marine Corps Awards Manual

ADMINISTRATIVE INSTRUCTIONS: Process recommendations for unit awards in the same manner as personal award recommendations.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Form Flow Software
  3. \* OPNAV 1650/3, Personal Award Recommendation
- 

TASK: 0193.06.16 VERIFY FITNESS REPORT

CONDITION(S): Given a completed fitness report and the references.

STANDARD(S): Per MCO P1070.12, MCO P1080.20, and MCO P1610.7.

PERFORMANCE STEPS:

1. Verify basic individual data contained on the fitness report.
2. Verify information entered by Reporting Senior.
3. Verify information on the Addendum Page, if applicable.
4. Forward fitness report for re-typing/correction.
5. Forward prepared fitness report to CMC (MMSB).
6. Ensure proper processing of adverse reports.
7. Obtain late or missing reports.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)
2. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN)
3. MCO P1610.7, Performance Evaluation System (PES)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to 3270 (on-line Performance Evaluation System (PES))
2. \* Completed Fitness Report
3. \* End User Computer Equipment (EUCE)
4. \* Fitness Report Program Software

5. Typewriter

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TASK: 0193.06.17 ADVISE ON PRIVACY ACT STATEMENTS

CONDITION(S): Given the references and an advice request pertaining to the Privacy Act.

STANDARD(S): Per MCO 5214.2 and MCO P5211.2.

PERFORMANCE STEPS:

1. Advise personnel on what information is releasable to military personnel.
2. Advise personnel on what information is non-releasable to civilians.
3. Advise personnel on exempted records.
4. Advise personnel on denial authority.
5. Advise personnel on disclosure accounting requirements.

REFERENCE(S):

1. MCO 5214.2, Marine Corps Information Requirements (Reports) Management Program
2. MCO P5211.2, The Privacy Act of 1974

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (SSgt)

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TASK: 0193.06.18 PROCESS LEAVE DOCUMENTS

CONDITION(S): Given a Leave and Earnings Statement (LES), a completed leave document, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the leave request.
2. Advise the Commander if Marine will enter an excess leave status.
3. Verify the completed NAVMC 00003.
4. Verify environmental and morale leave form, if applicable.
5. Verify foreign leave travel/NATO travel order, if applicable.
6. Submit leave papers for signature.
7. Ensure distribution of copies is made, per current references.



REFERENCE(S):

1. MCO 1050.16, Appellate Leave While Awaiting Punitive Separation
2. MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTSMAN)
3. MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence
4. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: Process appellate leave package per MCO 1050.16.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Blank NAVMC 00003, Leave Request
2. \* End User Computer Equipment (EUCE)
3. \* Form Flow Software
4. \* Leave and Earnings Statement (LES)

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TASK: 0193.06.19 VERIFY DOCUMENTATION FOR UNIFORM ISSUE/REPLACEMENT

CONDITION(S): Given a completed NAVMC 00604/00604B and NAVMC 00631/00631A, a requirement for clothing issue, supporting entitlement documents and the references.

STANDARD(S): Per MCBUL 10120 and MCO P10120.28.

PERFORMANCE STEPS:

1. Review supporting documents that substantiate entitlements.
2. Verify information on NAVMC 00604/00604B and NAVMC 00631/00631A.
3. Ensure all blank blocks are lined through.
4. Submit NAVMC 00604/00604B and NAVMC 00631/00631A for signature.
5. Ensure proper distribution is completed.

REFERENCE(S):

1. MCBUL 10120 SERIES, Marine Corps Bulletin (Clothing Allowance for Enlisted Personnel)
2. MCO P10120.28, Individual Clothing Regulations

ADMINISTRATIVE INSTRUCTIONS: Check local supply SOP.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Form Flow Software
  3. \* NAVMC 00604B, Combined Individual Clothing Requisition and Issue Slip (Women's)
  4. \* NAVMC 00631A, Individual Clothing Record (Women's)
  5. \* NAVMC 00604, Combined Individual Clothing Requisition and Issue Slip (Men's)
  6. \* NAVMC 00631, Individual Clothing Record (Men's)
  7. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  8. \* Source Documents
- 

TASK: 0193.06.20 COORDINATE CASUALTY PROGRAM

CONDITION(S): Given the references, a scenario involving casualties, and service record.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Receive notification that a casualty has occurred.
2. Review references to determine reporting requirements.
3. Request the casualty's service record.
4. Monitor preparation of casualty report.
5. Ensure Casualty Assistance Officer is briefed and familiar with duties.
6. Ensure all administrative requirements are completed.
7. Submit supplemental reports, as required.
8. Conduct casualty assistance training, as required.
9. Monitor preparation of Casualty Assistance Call Program.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual (IRAM)

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2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
3. MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROC MAN)
4. MCO P5512.11, ID Cards for Members of the Uniformed Services, Their Dependents, and Other Individuals

ADMINISTRATIVE INSTRUCTIONS: Review local SOP.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
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TASK: 0193.06.21 INSPECT UNIT MAIL ROOM

CONDITION(S): Given an operational unit mail room, access to NAVMC Form 10487 (Mail Room Inspection Checklist), and the references.

STANDARD(S): Per DoD 4525.6-M, VOL II, MCO P5110.4 and MCO P5110.6.

PERFORMANCE STEPS:

1. Conduct unannounced inspection of unit mail room at least weekly.
2. Conduct the inspection using NAVMC Form 10487.
3. Instruct the unit mail clerk on how to correct all deficiencies and questions concerning mail room operations.
4. Brief the Commanding Officer on the results of the inspection.
5. Maintain NAVMC Form 10487 on file.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. MCO P5110.4, The Marine Corps Official Mail Program
3. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

ADMINISTRATIVE INSTRUCTIONS: The Unit Postal Officer is required to hold the rank of GySgt or above, or civilian equivalent. In the absence of the Unit Postal Officer, the Assistant Postal Officer, who must be at least a SSgt or the civilian equivalent, may conduct the unit mail room inspection.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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TRAINING MATERIEL:

1. NAVMC 10487, Mailroom Inspection Checklist
  2. \* Operational Unit Mailroom
- 

TASK: 0193.06.22 APPOINT UNIT MAIL CLERKS/ORDERLIES

CONDITION(S): Given an operational mail room, [DD Form 285](#), and [DD Form 2260](#) and the references.

STANDARD(S): Per [DD Form 285](#), [DD Form 2260](#), DoD 4525.6-M, VOL II and MCO P5110.6.

PERFORMANCE STEPS:

1. Edit [DD Form 285](#) and [DD Form 2260](#) for proper completion.
2. Sign [DD Form 285](#) and [DD Form 2260](#) and initial [DD Form 285](#).
3. Prior to appointment, provide training in proper mail handling procedures to all unit mail clerks and orderlies.
4. Ensure the [DD Form 2260](#) and one copy of [DD Form 285](#) are maintained on file in unit mail room.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* [DD Form 2260](#), Unit Mail Clerk/Orderly Designation Log
  2. \* [DD Form 285](#), Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly
  3. \* Operational Unit Mailroom
- 

TASK: 0193.06.23 PLAN EMBARKATION/REDEPLOYMENT/DISPLACEMENT OF DATA COMMUNICATIONS EQUIPMENT AND PERSONNEL

CONDITION(S): Given deployment orders or instructions, equipment, and personnel.

STANDARD(S): Per the local SOP.

PERFORMANCE STEPS:

1. Examine deployment order/instructions.
2. Determine equipment and personnel requirements.
3. Develop instructions for the deployment.
4. Determine special lifting/handling requirement for maintenance/maintenance support equipment.
5. Determine special security requirements for maintenance/maintenance support equipment.

REFERENCE(S):

1. SOP, Standing Operating Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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TASK: 193.06.24 MANAGE PERSONNEL OPERATIONS OF ADMINISTRATIVE SECTION

CONDITION(S): Given the reference.

STANDARD(S): Per the supervisor's guidance and MCO P5000.14.

PERFORMANCE STEPS:

1. Prioritize tasks to be completed.
2. Assign time line to each task/project.
3. Assign tasks to personnel.
4. Supervise personnel accomplishing tasks through completion.
5. Supervise MOJT commensurate with the assigned tasks.
6. Ensure desktop procedures are in place, per the reference.

REFERENCE(S):

1. 7 Habits of Highly Successful People by Covey
2. The One Minute Manager
3. MCO P5000.14, Marine Corps Administrative Procedures (MCAP)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (SSgt)

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TASK: 0193.06.25 SUPERVISE MAILROOM OPERATIONS

CONDITION(S): Given the references and an operational mailroom.

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STANDARD(S): Per DoD 4525.6-M, VOL 11, MCO P5110.4, and MCO P5110.6.

PERFORMANCE STEPS:

1. Arrange for weekly inspection.
2. Conduct weekly inspection.
3. Provide security for mail orderly appointment cards.
4. Screen service records of mail orderly nominees.
5. Verify maintenance of registered mail log.
6. Revoke mail orderly appointment cards, when required.
7. Ensure all required references are held.
8. Ensure proper disposition of mail.
9. Ensure mailroom directory is current.
10. Ensure physical security of unit mailroom.

REFERENCE(S):

1. DOD 4525.6-M, VOL II, Department of Defense Postal Manual
2. MCO P5110.4, The Marine Corps Official Mail Program
3. MCO P5110.6, Standing Operating Procedures (SOP) for Marine Corps Unit Mailrooms

ADMINISTRATIVE INSTRUCTIONS: This is assigned as an additional duty.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* Mailroom directory
2. \* Operational Unit Mailroom
3. \* Registered Mail Log

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DUTY AREA 07 - EQUIPMENT SYSTEMS

TASK: 0193.07.01 OPERATE END USER COMPUTER EQUIPMENT (EUCE)

CONDITION(S): Given a user requirement, EUCE system, hardware, and software.

STANDARD(S): Per the requirement and Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Determine type of EUCE hardware required.
2. Demonstrate EUCE hardware.
3. Determine type of EUCE software required.
4. Demonstrate EUCE software.
5. Set up activation of system.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command Information Systems Management Officer (ISMO) and the Manpower Information Systems Support Office (MISSO).

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
- 

TASK: 0193.07.02 OPERATE CUSTOMER INFORMATION CONTROL SYSTEM (CICS)

CONDITION(S): Given EUCE and CICS access.

STANDARD(S): Per the requirement and per MCO P1080.40, DFAS-KC 5200.22 and Users Guides/Instructions/Manuals.

PERFORMANCE STEPS:

1. Log on to the system.
2. Determine the application required.
3. Select the appropriate option.
4. Operate the selected option.
5. Produce/print the results of the option selected.

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REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. DFAS-KC 5200.22, Video Inquiry System Users Manual
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the MISSO.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to the Customer Information Control System (CICS)
  2. \* End User Computer Equipment (EUCE)
- 

TASK: 0193.07.03 GENERATE SPECIAL ROSTERS/AD HOC REPORTS

CONDITION(S): Given access to EUCE, access to the Unit Diary/Marine Integrated Personnel System (UD/MIPS) and MCTFS data base, and a request for a special roster or ad hoc report.

STANDARD(S): Successfully and per MCO P1080.40, DFAS-KC 5200.22, and UD/MIPS Users Guides.

PERFORMANCE STEPS:

1. Log on to the system required.
2. Select appropriate options from the menus provided.
3. Create special roster/ad hoc report.
4. Print the special roster/ad hoc report.

REFERENCE(S):

1. Users' Guides/Instructions/Manuals
2. DFAS-KC 5200.22, Video Inquiry System Users Manual
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. UD/MIPS USER'S GUIDE, Unit Diary/Marine Integrated Personnel System User's Guide



ADMINISTRATIVE INSTRUCTIONS: Operating instructions and additional administrative guidance may be provided by the unit/command ISMO and/or the MISSO.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (SSgt)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* Access to the Unit Diary Marine Integrated Personnel System (UD/MIPS)
  3. \* End User Computer Equipment (EUCE)
- 

TASK: 0193.07.04 PERFORM FUNCTIONS OF TERMINAL AREA SECURITY OFFICER (TASO) FOR ACCESS/CONTROL OF ON-LINE SYSTEMS

CONDITION(S): Given the references and a TASO requirement.

STANDARD(S): Per MCO P1080.40, DFAS-KC 5200.22, local regulations and SECNAVINST on TASO Security.

PERFORMANCE STEPS:

1. Establish security procedures.
2. Determine personnel authorized access.
3. Assign personnel access codes.
4. Train personnel in the use of password and countersign.
5. Monitor terminal security.

REFERENCE(S):

1. DFAS-KC 5200.22, Video Inquiry System Users Manual
2. IRM 5239-06, Data Access Security
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

ADMINISTRATIVE INSTRUCTIONS: Make liaison with local ISMO or ISD for TASO handbooks, and any additional information.

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)

DUTY AREA 08 - RESERVE ADMINISTRATION

TASK: 0193.08.01 PREPARE REQUIRED DOCUMENTATION TO SUBSTANTIATE CONTINUED NOTICE OF ELIGIBILITY (NOE) BENEFITS

CONDITION(S): Given a service record and the references.

STANDARD(S): Per MCO 1770.2, MCO P1001R.1, MCO P1080.40, and NTP 3.

PERFORMANCE STEPS:

1. Determine requirements of NOE benefits based on individual case-by-case basis.
2. Prepare correspondence for signature.

REFERENCE(S):

1. MCO 1770.2, NOE Benefits for Members of the USMCR
2. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* End User Computer Equipment (EUCE)
  2. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
  3. \* Source Documents
- 

TASK: 0193.08.02 VERIFY UNIT MUSTER SHEET FOR THE SMCR

CONDITION(S): Given a completed unit muster sheet, source documents, access to MCTFS and the references.

STANDARD(S): Per MCO P1001R.1 and MCO P1080.40.

PERFORMANCE STEPS:

1. Determine requirements for participation in ADT/IDT.
2. Review the unit muster sheet for accuracy.
3. Ensure unit muster sheet accounts for absences/rescheduled IDT with comments.
4. Annotate and validate corrections to the unit muster sheet.
5. Ensure unit muster is certified by Commander.
6. Ensure unit muster sheet data is reported into MCTFS.

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REFERENCE(S):

1. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
2. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl)

TRAINING MATERIEL:

1. \* Access to Marine Corps Total Force System (MCTFS)
  2. \* Completed Unit Muster Sheet
  3. \* Source Documents
- 

0193.08.03 VERIFY THE ANNUAL RETIREMENT CREDIT REPORT (ARCR)/CAREER RETIREMENT CREDIT REPORT (CRCR)

CONDITION(S): Given service records (SRB/OQR), an ARCR/CRCR, source documents and the references.

STANDARD(S): Per MCO P1001R.1, MCO P1070.12 and MCO P1900.16.

PERFORMANCE STEPS:

1. Verify ARCR/CRCR information from applicable source documents.
2. Submit appropriate corrections for Unit Diary input.
3. Retrieve corrected ARCR/CRCR from on-line system after corrections have posted to MCTFS.
4. Verify the ARCR/CRCR for accuracy.
5. Obtain required signatures on ARCR/CRCR.
6. File the ARCR/CRCR in the SRB/OQR.

REFERENCE(S):

1. MCO P1001R.1, Marine Corps Reserve Administration Manpower Manual (MCRAMM)
2. MCO P1070.12, Individual Records Administration Manual (IRAM)
3. MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
4. MCO P1900.16, Marine Corps Separations Manual (MARCORSEPMAN)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

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TRAINING MATERIEL:

1. \* Access to 3270 (on-line Performance Evaluation System (PES))
2. \* Annual Retirement Credit Report (ARCR)/Career Retirement Credit Report (CRCR)
3. \* End User Computer Equipment (EUCE)
4. \* Service Record Book (SRB)/Officer Qualification Record (OQR)
5. \* Service Record Source Documents

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